



NEWFOUNDLAND
POST OFFICE CIRCULAR
1946-1987

POST OFFICE

CIRCULAR

Telegraph Inspectors

RECEIVED

General Instructions to Inspectors
The following instructions are to be observed by all Inspectors in the exercise of their duties.
1. Inspectors are to be appointed by the Postmaster General, and are to be sworn in by him.
2. Inspectors are to be appointed from among the clerks of the Post Office, and are to be of good character and of sufficient age and experience to perform the duties of the office.
3. Inspectors are to be appointed for a term of years, and are to be re-appointed by the Postmaster General.
4. Inspectors are to be paid a salary, and are to be allowed a travelling allowance.
5. Inspectors are to be subject to the orders of the Postmaster General, and are to be liable to removal from office at any time.

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APPENDIX

POST OFFICE



CIRCULAR.

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

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POST OFFICE



CIRCULAR.

THURSDAY, 19th NOVEMBER, 1936

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

FOREWORD

I have pleasure in introducing this the first number of the Newfoundland Post Office Circular. A new issue of the Circular will be made on Thursday of each week and a copy will be supplied to every Office of the Department.

The Circular is primarily intended to act as a link between the Headquarters of the Department and the Staff, especially those in the Outports. It will contain information relating to vacancies, appointments, changes in the designation and status of Offices and will be used as a medium of instruction to the Staff on all matters affecting the Postal, Telegraph and Accounting Services.

Officers of the Department of all grades will be expected to read the Circular and to take due note of the information contained therein as it applies to them and their Offices. I ask and I believe I shall have the hearty co-operation of the Staff in this respect, and I am hopeful that the Circular will play a useful part in achieving what should be our common aim the raising and maintaining the level of the Service at the highest possible efficiency in the public interest.

SECRETARY.

The Following Appointments, Resignations and Retirements Are Announced:—

APPOINTMENTS

Canada Harbour	Miss Adele Dempsey to be Postmistress as from the 1st November.
Lark Harbour	Mrs. Mark Sheppard to be Postmistress as from the 1st November.
Grates Cove	Mr. E. J. Snelgrove to be Postmaster as from the 1st November.
Burnt Point, B.D.V.	Mr. J. M. Tucker to be Postmaster as from the 1st November.
Englee	Miss Minnie Brown to be Messenger as from the 7th November.
Groais Island	Mr. W. B. Perry to be Postmaster as from the 9th November.
Pound Cove	Miss Margaret Perry to be Postmistress and Telephone Attendant as from the 14th November.

RESIGNATIONS

OFFICE	OFFICIAL	RANK	REMARKS
Eddys Cove, Flower's Cove	Mrs. J. Gaulton	Postmistress	Effective from 30th November. Applications close 24th November. Salary \$24 per annum.
Charles Brook	Miss E. Hutchings	Postmistress	Effective from 30th November. Applications close 24th November. Salary \$24 per annum.
Foster's Point, Random Island	Miss A. B. Roberts	Telephone Attendant	Effective from 15th November. Not advertised.

RETIREMENTS

OFFICE	OFFICIAL	RANK	REMARKS
Witless Bay	Miss M. J. Shannahan	Postmistress	Effective from 30th November. Applications close 17th November. Salary \$132 per annum.
South Brook	Miss M. Martin	Postmistress	Effective from 30th November. Office to be closed.
Burin, Collins Cove	Miss M. E. Reid	Postmistress	Effective from 30th November. Office to be closed.
Pound Cove	Mrs. Parsons	Postmistress and Telephone Attendant	Effective from 10th November. Left her post. Not advertised.

Mr. A. R. Hutchings, second-in-command at Corner Brook, who was recently appointed Postmaster at Millertown has declined the appointment owing to housing difficulties. He has returned to his post at Corner Brook. A further announcement will be made in the near future with regard to the appointment at Millertown. In the meantime the Office remains in the charge of Miss M. Gillis, Postmistress of St. Georges.

The Following Changes in Offices Are Announced:—

OFFICE	EFFECTIVE FROM	CHANGE
Grates Cove	1st November	Converted from telegraph to telephone.
South Brook	30th November	To be closed. Mails to be sent to Pasadena.
Burin, Collins Cove	30th November	To be closed. Mails to be sent to Burin.
Pasadena	1st December	New Office to be opened.

SALARIES

The Staff should note that for the future when the last working day of the month is a Saturday, salary cheques will be issued on Friday the day before.

MAILS

The following information is given with reference to Christmas mails.

The latest posting times at St. John's General Post Office for delivery on or before Friday the 25th December will be:—

For Places Abroad

Great Britain	Parcels	11 a.m. Tuesday, 1st December
	Letters, Cards, etc.	12 noon Monday, 7th December
Other European Countries	Parcels	11 a.m. Tuesday, 1st December
	Letters, Cards, etc.	11 a.m. Thursday, 3rd December
U. S. A., Central and Western States	Parcels	10 a.m. Friday, 4th December
	Letters, Cards, etc.	11 a.m. Thursday, 10th December
U. S. A. Eastern States	Parcels	10 p.m. Friday, 11th December
	Letters, Cards, etc.	10 a.m. Monday, 14th December
Canada, Western Provinces	Parcels	11 a.m. Monday, 7th December
	Letters, Cards, etc.	11 a.m. Thursday, 10th December
Canada, Other Provinces	Parcels	11 a.m. Thursday, 10th December
	Letters, Cards, etc.	11 a.m. Monday, 14th December
South American Countries	Parcels	
	Letters, Cards, etc.	11 a.m. Saturday, 21st November

19th November, 1936

3

For Newfoundland Outports

Places on the Main Line Railway, including Bonavista

Branch 11 a.m. Monday, 21st December.

Places on the Avalon Peninsula 11 a.m. Monday, 21st December.

Places on the Straits of Belle Isle Route By the first trip of the S.S. "Northern Ranger" after the 1st December.
Closing date will be advertised later.

Places on the South West Coast via S.S. "Glencoe" 11 a.m. Monday, 14th December

Places in Placentia Bay via S.S. "Home" 11 a.m. Thursday, 10th December

Places in N. D. B. North and South via S.S. "Clyde" 11 a.m. Monday, 14th December

Places on the Fogo Service via S.S. "Sagona" 9 a.m. Monday, 14th December

The above particulars refer to mail matter of all kinds, (Letters, Cards, Printed Papers and Parcels).

In the event of unfavourable weather conditions seriously interfering with the train and steamer services, mails posted "in time" on the basis of the above schedules may not actually be delivered until after the 25th December.

The posting times for Christmas mails at the Outport Offices for places abroad and for other parts of Newfoundland will, of course, usually be earlier than the times advertised above. Outport Postmasters should therefore, arrange for the Christmas mails from their Offices to reach St. John's in time to connect with the outgoing despatches from the Head Office and keep the public informed accordingly.

The Staff is reminded that the rate of postage for Christmas Cards in unsealed envelopes is 2 cents for cards addressed to all places outside Newfoundland and 1 cent for delivery in Newfoundland. No written communication is permitted except a conventional greeting such as "Wishing you a Merry Christmas" and the names and addresses of the sender and the receiver. If any communication is included beyond a conventional greeting the card is liable to surcharge as a letter.

Foreign Mails

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries will be accepted at the St. John's Head Office up to 3.30 p.m. for despatch same day on Thursday the 19th November. Connexion where applicable will be made with the S.S. "Duchess of Bedford" sailing from Montreal on the 25th November and in normal course delivery should be effected in Great Britain on or about the 2nd December.

The next despatch after this will be on Monday the 23rd November—latest time of posting at the St. John's Head Office, 3.30 p.m.—and connexion will be made where applicable with the S.S. "Alaunia" sailing from Montreal on the 27th November. It is expected that delivery in Great Britain will be made on or about the 5th December.

TELEGRAPHS

Postmasters of Offices in the vicinity of the places mentioned in the notice below should copy the notice for exhibition in a conspicuous place in the public part of their Office.

Notice

Tenders are invited for the supply of telegraph poles on the following sections:—

Elliston to Catalina	139 poles
Hant's Harbour to New Melbourne	153 poles
Grates Cove to Bay de Verde	279 poles

Tenders may be made for the supply of the full number of poles or for a portion thereof.

Poles must be black spruce or juniper, sound, straight timber, fully rinded, not less than eighteen feet in length, and not less than five inches in diameter at the top.

Tenders should be addressed to the Secretary, Department of Posts and Telegraphs, St. John's, and should be marked, "Tenders for Poles, Branch Sections."

19th November 1936

Poles are to be landed safe and accessible above high-water mark at the undermentioned places:—

Catalina	41 poles
Bonavista	98 poles
Old Perlican	279 poles
Hant's Harbour	76 poles
New Melbourne	77 poles

All tenders must be received before the 12th December 1936, and poles must be delivered and ready for inspection by June 1st 1937. Poles will be subject to inspection and acceptance before payment is made.

The Department does not bind itself to accept the lowest or any tender.

Secretary, 19/11/36.

Labrador Wireless Stations

Labrador Summer Stations were closed for the season on the following dates:—

Holton and Smokey on 31st October.

Grady and Domino on the 2nd November.

Fishing Ships Harbour on the 4th November.

Flat Islands on the 5th November.

Hawke's Harbour Station is still open.

Battle Harbour, Cartwright and Hopedale will remain open during the winter as usual.

Telegraph communication is maintained with North West River all the year round through an amateur station there and another at Brigus.

ACCOUNTING

Money Orders

Considerable trouble is being caused by Postmasters who, when issuing Money Orders on Great Britain and other European Countries persist in giving the complete Money Order and Coupon-Advice to the remitter for transmission to the payee, or sending the Coupon-Advice direct to the paying office contrary to the instructions printed on the back of the orders.

Money Orders incorrectly dealt with in this way will not be paid when presented by the payee in Great Britain. Money Orders have to be advised to the British Post Office by the St. John's Head Office and the advice lists are made up from the original advice issued by the Postmaster. It is essential therefore that these advices should be sent to the **Accountant's Office, St. John's**, by the first mail leaving the Office. If this procedure is not carried out payment of the Money Order when presented will be delayed until such time as the British Post Office requests St. John's to have the Money Order advised in the usual manner.

Disciplinary action will have to be taken against Postmasters who disregard these instructions in the future, for their carelessness not only causes a great deal of inconvenience to the public but also reflects discreditably upon the Newfoundland Postal Administration.

NOTE.—These instructions refer only to Money Orders issued for payment in Great Britain or other European Countries. Money Orders issued for payment in Canada or the U. S. A. are treated in the same way as those issued for payment in Newfoundland, that is, both the Order and the Coupon-Advice are handed to the remitter for transmission to the payee who should present both at the Office of payment.

POST OFFICE



CIRCULAR.

THURSDAY, 26th NOVEMBER, 1936

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENTS

Millertown Mr. B. C. Keats of Badger Brook to be Postmaster as from the 1st December

Witless Bay Miss Bridie Dinn to be Postmistress as from the 1st December.

VACANCIES

Badger Brook Postmaster and Telegraph Operator. Salary \$600 per annum. Applications addressed to the Secretary, Department of Posts and Telegraphs will be received up to Wednesday, the 16th December. Postal Assistants and Telegraph Operators should forward their applications through their immediate superior officers.

Applicants should state their names in full, date of birth, educational qualifications and departmental experience, whether married or single and the names of two people to whom application may be made with reference to character. Applicants are forbidden to solicit outside aid in support of their applications.

The successful applicant will be required to furnish a certificate of medical fitness.

Telegraphic notification of this vacancy has been sent to certain distant Offices which will not receive this Circular in time through the ordinary course of post.

Distribution of Post Office Circular

Money Order Offices will receive two copies of the Circular each week. Public notices intended for exhibition to the public may be cut out of the spare copy and posted on the notice board. Offices which are not Money Order Offices will be required to copy such notices in long hand and exhibit them on the public notice board.

Official Stationery

It has come under notice that official stationery is being used by the Staff in certain cases for their private correspondence. This practice is a breach of the Regulations and must cease forthwith. (Rules for Discipline and Guidance of Civil Servants, Rule 26).

MAILS

A substantial increase in parcel traffic may be expected during the next few weeks and the Staff, when accepting parcels from the public for despatch should pay particular attention to the packing to ensure that it is sufficiently strong to withstand the ordinary risks of transmission by post. Parcels which are obviously so badly packed as to afford no real protection to the contents, or which are liable to injure or spoil other postal packets, should be refused.

The Staff should be careful to see that the regulation Customs Declaration Form, properly filled in, is affixed to every parcel intended for despatch abroad.

Empty bags not required for despatching a mail should not be hoarded at an Office; they should be returned to St. John's Head Office by every despatch. When a mail bag is irregularly retained by a Postmaster the ultimate effect is that the unnecessary expense of supplying another one has to be incurred to make up the deficiency.

The only normal and lawful purpose of mail bags is for the conveyance of mails. It follows, therefore, that it is wrong to use mail bags to contain stores or waste paper or anything else except mails. Postmasters have authority to demand the return of mail bags in the hands of the public, whether those mail bags belong to the Newfoundland or any other Postal Administration. All such cases which may come under notice should be reported to the Head Postmaster at St. John's.

Each country uses a distinctive marking for its mail bags. The Newfoundland marking consists of a narrow blue and a wide white stripe. It is forbidden to use the mail bags of another country for the transmission of the inland mails of Newfoundland, and an Outport Postmaster should report the circumstances to the Head Postmaster of St. John's if a mail bag which does not belong to Newfoundland arrives at his Office from another Newfoundland office.

The St. John's Head Office and the North Sydney Assorting Office should return empty and as soon as possible to the Offices of Exchange of origin all mail bags received from other Administrations and should be able at any time to render account for all such mail bags. It should be noted particularly that the mail bags should be returned empty and should not contain correspondence originating in Newfoundland. The minimum penalty to which the Newfoundland Postal Administration is liable for failing to return mail bags to the countries to which they belong is a fine equivalent to \$2.00 per bag. It follows of course that the same care should be taken to see that the mail bags belonging to this Administration and sent to other countries are promptly returned.

A Postmaster or other member of the Staff who irregularly hoards or retains a mail bag or uses it for a purpose other than its normal and lawful one is liable to disciplinary action and if his disregard of instructions leads to a bag being lost he is liable to be called upon to make good the value of the bag.

The Staff at the St. John's Head Office and the North Sydney Assorting Office will be held responsible for reporting the failure of other Administrations to return mail bags belonging to Newfoundland and, if the investigations show them to be blameworthy, may be called upon to make good wholly or in part the monetary claims which other Administrations may make against Newfoundland for the failure of this Administration to return their mail bags.

Statistical Period

Postmasters are reminded that the greatest care should be taken in the preparation of the statistics at their Offices during the statistical period from the 1st to the 30th November. All Offices were provided with Forms Nos. 1212, 1213 and 1214 but the subsidiary forms for "Correspondence Posted," "Correspondence Delivered" and "Correspondence Passing Through" were sent to the larger Offices only. The instructions issued in Secretary's Circular of the 8th October should be carefully followed.

As soon as possible after the 30th November the statistical forms properly completed should be forwarded to this Headquarters addressed "Officer in charge of Statistics, G. P. O., St. John's," and not to the Staff Clerk as previously instructed.

TELEGRAPHS

A wireless office was established at Fleur de Lys on the 23rd November, working direct to Campbellton. The change from telephone to wireless working was necessary owing to the great increase in telegraphic traffic in connexion with the recent development of molybdenite mines in the area.

Coachman's Cove has been converted from wireless to telephone working. Fleur de Lys will in future act as transmitting Office for Coachman's Cove.

Labrador Wireless Stations

Hawke's Harbour Station was closed for the season on the 1st November. This corrects the notice which appeared in last week's Circular which said that this Station was still open.

Public Despatch

The public message transmitted from St. John's Head Office at 11 a.m. daily consisted of 11,675 words in October and was the equivalent of 7,780 ordinary telegrams.

This is a free service and in order to reduce the unavoidable delay to paid traffic it is essential that it be disposed of as quickly as possible consistent with accuracy and the capacity of Branch Offices to copy it.

Service Telegrams

Despite repeated instructions to use the mails instead of the telegraphs for departmental business whenever possible, many Postmasters are still sending service telegrams on matters which are not urgent.

There were 8,146 service telegrams last October as compared with 8,733 in October 1935 and although the decrease is a welcome sign, the number is still far too high. The greater the number of service messages sent the greater is the risk of delay to the telegraph traffic handed in by the public.

It is not desired to fetter too much the discretion of Postmasters in their use of the telegraph service, but those who obviously abuse the discretion allowed them may find themselves called upon to pay for messages sent over the telegraphs unnecessarily.

Postmasters should take due note of this instruction particularly those whose Offices are in close proximity to the Railway and therefore within easy reach by post of St. John's.

ACCOUNTING

Stamp Requisitions

Postmasters should ensure that their stamp stocks are sufficient to enable them to meet the heavy demands of the Christmas traffic during the next few weeks. A rough guide to probable requirements can be made by taking the figures of sales for last December and adding 10%.

The practice of sending stamp requisitions by telegraph is much too prevalent. If Postmasters find that the credit stocks of stamps allowed them are too small for their needs they should write to the Chief Accountant, G. P. O., St. John's, and explain their difficulties. The practice of telegraphing for fresh stamp supplies should not be resorted to except in very grave emergency. The following is an extract from Circular D1, paragraph 4, which refers to this matter:—

"You should remit as a general rule only on the last day of each month and you should send in your requisition at the same time as the remittance. It may however be necessary for you to requisition for stamps during the month. In such cases you should remit the cash and send in your requisition at the end of one of your accounting terms."

Money Order Offices

Postmasters are reminded that all Balances showing in their Office Account Books must be recorded in space "H" on the back of the Statements. A great many Offices are failing to carry out this important instruction. The necessity of entering Book Balances in space "H" is fully explained in Circular D3.

POST OFFICE



CIRCULAR.

THURSDAY, 3rd DECEMBER, 1936

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

HONOURS

Mr. J. H. Small, Director of Telegraphs, who received the honour of Membership in the Most Excellent Order of the British Empire on the occasion of the Birthday of His Majesty, King Edward VIII, was formally invested with the Order by His Excellency the Governor at Government House on Friday, the 27th November. The Secretary and Staff of the Department congratulate Mr. Small most heartily on his well merited honour, which has been awarded in recognition of his great work for the Telegraph Services of this country.

APPOINTMENTS

Spencer's Cove	Mrs. Clement Berkshire to be Postmistress as from the 18th November.
Robert's Arm	Miss Marjorie Hewlett to be Postmistress as from the 1st December.
Raleigh	Mrs. E. M. Elliott reinstated Postmistress as from the 1st September.
Foster's Point	Mr. Reuben Adey to be Telephone Attendant as from the 24th November.
Pasadena	Mr. A. Watton to be Postmaster and Telephone Attendant as from the 1st December.
Eddy's Cove (Flower's Cove)	Mr. Benjamin C. Way to be Postmaster as from the 1st December.
Charles Brook	Mrs. Asenath Hutchings to be Postmistress as from the 1st December.
Buchans	Mr. J. W. Clouter to be Messenger as from the 1st December.
St. John's General Post Office	Miss Mary Harrington to be Stenographer as from the 1st December. Miss Dorothy Rees to be Telephonist as from the 1st December. Mrs. Margaret Gosse to be Charwoman as from the 1st December.

RESIGNATIONS

Spencer's Cove	Mrs. Josiah Butcher, Postmistress and Telephone Attendant as from the 17th November. Not advertised.
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MAILS

The Newfoundland Railway announces the final sailings of the Coastal Steamers for the season as follows:—

Green Bay	S.S. "Clyde" will make the last trip leaving Lewisporte on Saturday, the 26th December.
Notre Dame Bay	S.S. "Clyde" will leave Lewisporte on Tuesday, the 29th December, for regular ports and will leave last port of call for St. John's direct.
St. John's-Humbermouth Service	S.S. "Northern Ranger" will leave St. John's on last trip on the 15th December going as far as ice conditions will permit. Last sailing from Humbermouth on Tuesday, the 1st December.
Fogo District	S.S. "Sagona" will leave St. John's for last trip on Wednesday, the 30th December.

Winter Courier Services

The winter courier services indicated below will commence on the cessation of the coastal steamer services. Unless otherwise advised the first despatch from St. John's will be made on Monday, the 4th January.

The St. John's Head Office, the North Sydney Assorting Office and the T. P. O. will despatch sealed bags to the distribution points as numbered below.

Each distribution point will assort and make up sealed bags for the Offices it is due to serve.

Beer Lake to St. Anthony, Raleigh and Englee

1. Bonne Bay to include Birchy Head, Trout River and Chimney Cove.
2. Lomond to include Stanleyville.
3. Norris Point to include all points to Parsons Pond (exclusive).
4. Parsons Pond to include all points to Bellburns (exclusive).
5. Bellburns to include all points to Port aux Choix (exclusive).
6. Port aux Choix to include all points to Brig Bay (exclusive).
7. Brig Bay to include all points to Flower's Cove (exclusive).
8. Flower's Cove to include Eddy's Cove and Cook's Harbour (inclusive).
9. St. Anthony to include all points North to Raleigh (inclusive).
10. St. Anthony's Mission (all registered, C.O.D., insured and dutiable mail to be assorted to St. Anthony).
11. Lock's Cove to include Ireland Bight, St. Juliens and Fishot.
12. Conche to include parcels and papers only for Englee, Canada Bay, Canada Harbour, Groais Island, Croque, Crouse and Pillers Bight.

McGregor to Hampden and Englee

1. Hampden to include all points to Hooping Harbour, but letters only will be despatched via this route for Canada Harbour and Canada Bay.
2. Englee to include Conche and Groais Island (letters only).
3. Westport to include all points to Seal Cove (inclusive).

Via Badger

1. Badger forward to include Sunday Cove Island, Port Anson, Wellman's Cove, Miles Cove and Roberts Arm.
2. Springdale to include Boat Harbour, Mansfield Cove, Woodford's Arm, Mall Bay and Pad-dick's Bight.
3. Pilley's Island to include all points to Triton and Brighton, Long Island and Badger's Quay.
4. Little Bay to include all points to Jackson's Arm.
5. Little Bay Islands.
6. King's Point to include Rattling Brook.
7. Burlington to include all points to Fleu de Lys (inclusive).
8. Nipper's Harbour to include all points to Pacquet (inclusive).
9. Tilt Cove to include all points to Shoe Cove (inclusive).
10. LaScie to include Horse Islands and points to Brent's Cove (inclusive).

Newfoundland Labrador

By agreement with the Canadian Postal Administration the following arrangements have been made for service to Newfoundland Labrador:—

1. The Canadian winter courier service will terminate at Blanc Sablon and the Newfoundland winter service will start from there.
2. All mail for Newfoundland Labrador will be enclosed in sealed bags labelled "Forteau."
3. Forteau will be considered the Office of Exchange for all Canadian parcel mail to and from Newfoundland Labrador as from the 1st December to the 30th April.
4. From the 1st May to the 30th November the Office of Exchange for all Canadian parcel mail to and from Newfoundland Labrador will be St. John's, Newfoundland.

Foreign Mails

The next despatch from St. John's for Canada and the U. S. A. will be on Thursday, the 3rd December. Correspondence will be accepted at the Head Office for despatch up to 3.30 p.m.

The due sailing of the S.S. "Nova Scotia" has been delayed from the 1st to the 4th December. Parcels will be accepted up to 11 a.m. on that day for despatch to Great Britain and European countries and should arrive in time for delivery by Christmas.

The last despatch of letters, cards and printed papers from St. John's to Great Britain in time for delivery by Christmas will be on Monday, the 7th December. Correspondence will be accepted at the General Post Office up to 3.30 p.m. Connexion will be made with the "Duchess of Richmond" sailing from Saint John, New Brunswick, on the 11th December and delivery should be effected in Great Britain on or about the 19th December.

Meteorological Services

Correspondence from the Meteorological Office in St. John's to stations in Newfoundland will be enclosed in official envelopes which will bear the stamp "Meteo J.H.K." Offices should not question the validity of this stamp or subject such correspondence to surcharge but should forward it to destination as quickly as possible.

TELEGRAPHS

Christmas and New Year Greetings Service

Christmas and New Year Greetings Telegrams of fixed texts will be accepted at all Postal Telegraph and Telephone Offices for delivery in Newfoundland at the special rate of 15 cents from 9 a.m. Wednesday, the 16th December, until 6 p.m. Tuesday, the 5th January. Greetings telegrams should not however be accepted on the 24th and the 31st December at the special rate of 15 cents as those two days will require to be reserved for clearing up any congestion of traffic. If the public desire to send greetings telegrams on those two days they should be charged the ordinary telegraph rates. The Staff should take care to make this clear to the public and should suggest that patrons file their greetings telegrams early.

Short greetings messages are quicker to transcribe than long ones and can be just as expressive. When the Staff is asked its opinion therefore, the shorter messages should be recommended. Special attention should be directed to reciprocal greetings Nos. 12 or 15 as a suitable reply to greetings messages received prior to Christmas Day.

The special telegraph greetings forms have been mailed to all Offices with a sample folder copy.

The special gilded envelopes have not yet arrived at this Administration but it is hoped that they will be here in time for distribution to all Offices for the Christmas traffic. If any Office does not receive the special envelopes in time it will be necessary to use the ordinary envelopes marked "greetings."

Greetings messages for delivery should be written in a plain legible style in ink where there is no typewriter.

Greetings telegrams of those same fixed texts as will be used for the inland service will also be accepted for transmission to Great Britain and Ireland and European countries at the rate of \$1.10 per telegram, during the period from 9 a.m. Wednesday, the 16th December, to 6 p.m. Tuesday the 5th January. For the purpose of these telegrams the 24th and the 31st December will not be excluded as acceptance days.

A further notification will be made later as regards greetings telegrams for Canada and the U. S. A.

The fixed texts which will be in use are as follows:—

1. A Merry Christmas and a Happy New Year.
2. Very Merry Christmas to you, Same old wish always new.
3. Best wishes for a Merry Christmas and a Happy New Year.
4. Love and best wishes for Christmas and the New Year.
5. Love and best wishes for Christmas and the New Year to all at home.
6. Love and best wishes for Christmas and the New Year from all at home.
7. A very merry Christmas and Happy New Year to you and yours.
8. We all join in sending love and season's greetings.
9. May health and happiness be yours at Christmas and throughout the New Year.
10. I wish I might be with you to wish you in person a Merry Christmas and a Happy New Year.
11. May your Christmas be a merry one and the New Year happy and prosperous.
12. Many thanks for your good wishes reciprocate heartily.
13. Best wishes for a happy and successful New Year.
14. Wishing you all good cheer Merry Christmas and Happy New Year.

15. Your good wishes are heartily reciprocated. May the New Year bring you all prosperity.
16. To our friends overseas we send best wishes for a merry Christmas and a happy and successful New Year.
17. At this festive season we would express appreciation of the cordial relations between us and extend to you best wishes for Christmas and the New Year.

Errors, Delays and Failures

A statement of errors, delays and lost telegrams is issued at the end of each month and will be published in the Post Office Circular from time to time.

For the month of October there were recorded 29 errors, 7 cases of delay and no case of lost messages. The following Offices were involved:—

Cases		Cases	
St. John's	3	Fogo	1
East End Post Office	2	LaScie	1
West End Telephone	1	Little Bay Island	1
Badger	1	Lush's Bight	1
Bay Roberts	1	Pilley's Island	1
Bonne Bay	1	Placentia	2
Campbellton (Relief)	1	Sagona	1
Channel	2	St. George's	1
Coachman's Cove (in one telegram)	6	Seal Cove	2
Deer Lake (relief)	2	Topsail	1
Englee	2	Whitbourne	2

The figures for September were 21 errors, 10 delays and 2 lost telegrams.

It is gratifying to note that although there were more errors in October than in the preceding month there were no lost messages. There is often some excuse for an error but a lost telegram is an inexcusable failure of service.

Secretary's Circular No. 48 deals with the question of lost telegrams. Section E. indicates that where a telegram is lost through failure to observe or apply rules A.B.C. and D. of this Circular, a minimum fine of 50 cents will be imposed on the operators at fault, with an increase in the amount of the fine as may be necessary to cover the expenses to which the Department may be put as a result of the failure of service.

Traffic

Telegraph traffic shows a gradual upward trend as compared with the corresponding months of 1935. July was the big month this year with a total of 41,722 paid telegrams as against 37,015 for July 1935. The total for October last was 39,991 as compared with 36,990 for October 1935.

The service message traffic for October amounted to 8,146 telegrams and the Public Despatch Service to an equivalent of 7,780 telegrams.

ACCOUNTING

Telegraph Accounts

Considerable difficulty is being experienced in the Accounts Branch in checking the statements submitted by Telegraph Offices, due to the failure of those Offices to adhere to the instructions issued for the preparation of telegraph statements.

Non-Money Order Offices

Many Postmasters of Non-Money Order Offices are removing pages from their Account Books for the purpose of making up their monthly statements for the Accounts Branch instead of using the blank report forms specially provided for the purpose.

It is a serious offence to mutilate Account Books and Postmasters at fault should note that a serious view will be taken of any further cases. Special attention is directed to Accounting Circular No. C.1, paragraph 4, which deals with this matter.

POST OFFICE



CIRCULAR.

THURSDAY, 10th DECEMBER, 1936

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

CHRISTMAS AND NEW YEAR PRESSURE PERIOD

From now until the first few days of the New Year the work of the Post Office will be greatly increased in consequence of the Christmas and New Year seasons. Heavy mails of correspondence and parcels both local and foreign can safely be anticipated with the pressure period rising to a peak probably on the 23rd and 24th December. Telegraph traffic is also expected to show a considerable increase as a result of the Christmas and New Year Greetings Services, with the 23rd and 30th December as the days of heaviest traffic.

All this additional work calls for a large and united effort on the part of the Staff of all grades if it is to be disposed of satisfactorily. The needs of the situation will require the Staff to work at high pressure and with no relaxation in the customary care in assorting and delivery work; a parcel or a letter which is lost, missorted or delayed at this time of the year can be a matter of especial disappointment to the sender and the addressee.

I am confident however, that the Staff fully realise their responsibilities and that they will put forth the effort fitting to the occasion as they have always done, so that at the end of the pressure period we shall be able to say with every justification that the Department has kept faith with the public.

—SECRETARY.

APPOINTMENTS

Witless Bay ... Miss Jessie Tobin to be Postmistress as from the 1st December. The notice which appeared in the Circular of the 26th November to the effect that Miss Bridie Dinn had been appointed is cancelled.

RESIGNATIONS

Springdale ... Miss Rosalind Whitehorne, Messenger Assistant as from the 4th December.

Salaries and Pensions

Cheques in payment of December Salaries and Pensions will be issued on the 18th December instead of the last day of the month. In the case of certain Outports where the mail connexions from St. John's are infrequent, cheques will be issued before the 18th.

New Parcel Post Depot

Another building has been taken over at No. 349 Water Street, St. John's, (immediately opposite the General Post Office) and was opened to the public as a permanent depot for all classes of parcel post traffic, local and foreign, on Tuesday, the 8th December.

Advice Cards for Dutiable Parcels

The advice cards of dutiable parcels for delivery at the St. John's General Post Office have been revised. As from the 1st December the value of the duty to be collected plus the 10 cents custom's clearance fee is shown on the card as an inclusive figure of "Charges" and it is not now necessary for the public to attach a 10 cents stamp to the card in separate payment of the customs clearance fee.

Application for Refund of Duty

The attention of Postmasters is drawn to Form No. 1005 and they are reminded that whenever the addressee of a parcel applies for the cancellation or reduction of the duty payable or for a refund in full or in part of cash which has been paid for the assessed duties on a parcel, this form must be completed by the addressee and the Postmaster in all the essential particulars and sent by the latter to the Head Postmaster of St. John's. Postmasters should ensure that the necessary certificate required by paragraph (f) is sent with the Form. All printed sections of the Form which are not applicable should be crossed out.

MAILS

The latest posting times at the St. John's General Post Office and the East and West End Branch Offices for delivery in the City of St. John's on or before the 24th December are as follows:

Parcels—12 Midnight, Tuesday, the 22nd December.

Letters, Cards and Printed Papers—12 Midnight, Wednesday, the 23rd December.

To meet the convenience of the public an official will be on duty in the public office at the St. John's General Post Office until 12 Midnight on Tuesday and Wednesday, the 22nd and 23rd December, for the purpose of selling postage stamps.

Mail Couriers' Contracts

Sections four and seven of the Contracts read:—

- (4) The Contractor shall be personally liable for the safe custody of all mail bags and mail packages of every description handed to him for the purpose of conveyance and he shall protect the said mail bags and mail packages from handling by unauthorised persons and he shall provide proper and sufficient coverings for the protection of the said mail bags and mail packages against damage by water and weather conditions.
- (7) In the event of the Contractor being unable to carry by his ordinary means of conveyance all the mail offered for any trip the Contractor shall provide at his own expense additional means of conveyance for such surplus mail. Such surplus mail shall be carried at the same time as the regular mail for the trip in question.

It is the duty of all Postmasters to see that Couriers are carrying out these sections of their contracts. Any breeches of same should be reported to the Director of the Postal Services.

Winter Courier Services

Unless otherwise advised the first despatches of the winter courier services indicated below will be made on Monday, the 4th January.

The St. John's Head Office, the North Sydney Assorting Office and the T. P. O. will make up sealed bags for the distribution points as numbered.

Each distribution point will assort and make up sealed bags for the Offices which it is due to serve.

Via Bishop's Falls and Botwood

1. Point Leamington to include all points to Leading Tickles (inclusive).
2. Fortune Harbour to include Fleury's Bight, Waldron's Cove and Webber's Cove.

Via Norris Arm

1. Norris Arm to include Laurenceton and Burnt Arm.

Via Lewisporte, N. D. Bay South and Fogo District

1. Lewisporte Railway to include Farmers Arm, Beaver Cove, Horwood, Carter's Cove, Summerford, Boy's Cove, Port Albert, Salt Pans (Friday's Bay), Comfort Cove, Newstead, Strong's Island.
2. Lewisporte to include Brown's Arm, Embree (Salt Pond), Standhope (Scissors Cove). Little Burnt Bay.
3. Loon Bay to include Birchy Bay.
4. Campbellton to include Michael's Harbour.
5. Exploits to include Swan Harbour, Samson's Island, Black Island and Kier's Cove.
6. Moreton's Harbour to include Tizzard's Harbour, Western Head, Cottle's Island, Trump Island, Whale Gulch and Bridgeport.
7. Twillingate to include all points on Twillingate Islands.

8. Herring Neck to include Pike's Arm, Cobb's Arm, Green Cove, Too Good Arm, Salt Harbour, Merritt's Harbour, Lock's Arm and Indian Cove.

9. Change Islands.

10. Seldom Come By to include Indian Islands, Stag Harbour, Perry's Island and Cain Island.

11. Joe Batt's Arm to include Barr'd Island.

12. Fogo to include the whole of Fogo Island except places included in 10 and 11.

13. Gander Bay to include Man Point, Main Point, Fredericton and Clarke's Harbour.

14. Carmanville to include Noggin Cove, Ladle Cove, Apsey Cove, Alder Harbour and Rocky Harbour.

15. Musgrave Harbour to include Penguin Island, Peckford's Island, Wadham, Doting Cove and Ragged Harbour.

Via Gambo

1. Gambo to include Middle Brook and Dark Cove.

2. Hare Bay to include Wellington.

3. Wareham to include S. W. Arm, Indian Bay and Trinity, B.B.

4. Fair Islands to include Deer Island, Bragg's Island, Green Island, Sidney Cove, Silver Hair Island, Burnt Island.

5. Safe Harbour to include N. W. Arm, Newport, Shambler's Cove, Port Nelson.

6. Badger's Quay to include Valleyfield, S. W. Island, Tinker's Island, Pool's Island, Cross Cove.

7. Wesleyville to include all points to Newtown (exclusive).

8. Newtown to include all points to Lumsden (exclusive).

9. Greenspond to include Puffin Island, Newell's Cove, Ship Island.

10. Lumsden to include Lumsden North and South, Deadman's Bay and Northern Cove.

Via Alexander Bay Station

1. Eastport to include St. Chad's, Burnside, Hollett's Cove, Salvage Bay, Sandy Cove and Happy Adventure.

2. Salvage to include Little Denier, Bishop's Harbour and Sailor's Island.

3. Flat Islands to include Coward's Island and North Island.

4. St. Brendan's to include Shalloway Cove.

5. Gooseberry Island.

Via Port Blandford

Port Blandford to include Bunyan's Cove and Charlottetown.

Foreign Mails

Correspondence for Great Britain, Canada, the U. S. A. and Foreign Countries generally, will be accepted at the St. John's General Post Office up to 3.30 p.m., for despatch same day, on Thursday, the 10th December. Correspondence for Great Britain and European Countries will connect with the S.S. "BREMEN" due to sail from New York on the 16th December, but it is important to note that this correspondence must be specially marked "via New York."

The next despatch after this for Great Britain, Canada, the U. S. A. and Foreign Countries, will be made on Monday, the 14th December—latest time of acceptance at the St. John's General Post Office, 3.30 p.m. same date. Connexion will be made with the S.S. "MONTCALM" leaving Halifax on the 19th December, and delivery should be effected in Great Britain on or about the 27th December.

The S.S. "FORT AMHERST" leaves St. John's on Saturday, the 12th December, with parcel mails for the U. S. A. Latest time of acceptance at the St. John's General Post Office (Parcel Depot) will be 10 p.m. Friday, the 11th December.

TELEGRAPHS

Port-aux-Basques

As from the 1st December the Postal Telegraph Office which was formerly in the Railway Station Office at Port-aux-Basques was transferred to the Office of the Commercial Cable Company which is in close proximity to the Railway Station.

Phonograms and Phonotelegrams

As from the 1st December the word "Phonotelegrams" will be used instead of the word "Phonograms" to designate messages exchanged between Telephone Offices on the same circuit.

The word "Phonograms" will in future be used for telegrams which are telephoned to the Post Office by telephone subscribers who maintain telegram credit accounts.

GREETING SERVICES

In addition to the Christmas and New Year Greetings Service, comprising a selection from 17 fixed texts, which was announced in last week's Circular, and which applied to Greetings telegrams for Newfoundland, Great Britain and Ireland, and most European Countries, the Staff should note that the following International Greetings Services are also available to the public:—

- (1) **Great Britain and Ireland.** Sender's own composition—70 cents for ten words (cable count) and 6 cents for each additional word. The indicator XLT to be counted and charged for as one word. The 70 cents rate includes the Government tax of 10 cents.
- (2) **British Empire Countries, except Canada.** Sender's own composition—\$1.10 for ten words (cable count) and 10 cents for each additional word. The indicator XLT to be counted and charged for as one word. Messages should be prefixed "Imperial" but no charge should be made for this word. The \$1.10 rate includes the Government tax of 10 cents.
- (3) **Europe, Asia and Africa.** Sender's own composition at one-third the ordinary rates. The indicator XLT to be counted and charged for as one word.
- (4) **Canada and the U. S. A.** It is not yet possible to announce the details of Greetings Services to these two countries.

By the XLT service the sender may send as many words as he wishes, but every word additional to 10 must be charged for at the appropriate rate. The words in the address, the sender's name and the indicator XLT count towards the ten words.

By the Greetings or GTG service the sender can only use the fixed texts and no words additional to these are permitted. The flat rates of 15c. for the inland service and \$1.10 for service to Great Britain, Ireland and European Countries, include the words in the address, the fixed text and the sender's name.

ACCOUNTING

The attention of all Officers in charge of Post Office Funds is directed to the following Section of the Acts relating to the Postal and Telegraph Services:—

"Every Officer of or connected with the Post Office who converts to his own use in any way whatsoever, or uses by way of investment in any kind of property or merchandise or lends with or without interest any portion of the public moneys entrusted to him for safe keeping, transfer, disbursement, or for any other purpose, shall be deemed to have embezzled so much of the said moneys as are so taken, converted, invested, used or lent, and is guilty of a felony; and the neglect or refusal to pay over any public moneys in hand, or to transfer or disburse any such moneys promptly, on the requirement of the Postmaster General, shall be prima facie evidence of such conversion to his own use of so much of the public moneys as are in the hands of such Officer; and every person who advises or knowingly and wilfully participates in such embezzlement shall for every such offence, forfeit to pay to His Majesty a fine equal to the amount of the money embezzled, and shall be liable to imprisonment for a term not exceeding three years with hard labour."

Submission of Accounts to Headquarters

Cases have recently come under notice of failure on the part of Postmasters to submit their statements of account to Headquarters by the first mail leaving their Office after the close of the accounting term. In many cases these failures have been due to negligence and Postmasters are hereby warned that any such cases which may arise in the future will render them liable to serious disciplinary action.

C. O. D. Parcels

Postmasters should note that when an order is issued in payment for a C.O.D. parcel, the order and coupon advice must be sent direct to the sender of the parcel and not to the Accountant.

POST OFFICE



CIRCULAR.

THURSDAY, 17th DECEMBER, 1936

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

ORDERS IN COMMISSION

The following Orders in Commission are circulated for the guidance of the Staff of the Department:

- (1) Heads of Departments may correspond direct with Educational and Scientific Institutions in the United Kingdom and in other countries.
- (2) No communication should be addressed to any Government Department in the United Kingdom or other countries, on any subject other than minor matters of routine, except under the signature of the Secretary of the Department of Government concerned who in the case of the United Kingdom will ordinarily address the Dominions Office.

VACANCIES

Green's Harbour Postmaster and Telegraph Operator. Salary \$300 per annum. Applications addressed to the Secretary, Department of Posts and Telegraphs will be received up to Tuesday, 12th January. Postal Assistants and Telegraph Operators should forward their applications through their immediate superior officers. Applicants should state their names in full, date of birth, educational qualifications and departmental experience, whether married or single and the names of two persons to whom application may be made with reference to character. Applicants are forbidden to solicit outside aid in support of their applications. The successful applicant will be required to furnish a certificate of medical fitness.

RETIREMENTS

Green's Harbour Mr. Enos Reid, Postmaster, on account of ill-health. Effective as from the 31st January, 1937.

Official Papers

When pins are used to fasten official papers care should be taken to see that the point of the pin is not exposed. The pin should be so fixed that the point lies between the top and bottom sheets of paper.

Special Staffing Arrangements—Outports

Additional staff has been authorised at certain Outport Offices during the pressure period 16th December to the 5th January, as follows:—

Deer Lake	One relief Operator
Campbellton	One relief Operator
Grand Falls	One Messenger
Spaniard's Bay	One Messenger
Howley	One Messenger-Assistant
Topsail	One relief Operator
Placentia	One relief Operator and relief Messenger
Corner Brook	One Assistant (5th-19th December)
Western Bay	One relief Operator

MAILS

Despatch of Mails to Meet Public Requirements

When a mail is due to be despatched before 9 a.m. on a Monday morning or a morning after a whole holiday it should not be closed on the Saturday evening or the evening previous to the whole holiday.

The public should be given the opportunity and should be informed accordingly of posting correspondence in the receiving box at the Office up to 9 p.m. on Sunday or the day of the holiday for despatch on the following day.

Postmasters should attend at their Offices at 9 p.m. on Sundays and the days of whole holiday for the purpose of making up a late despatch if such be necessary, but not to serve the public.

The public should be advised against dropping into the receiving boxes unstamped letters accompanied by the money to purchase the stamps necessary for the postage and Postmasters should refrain from sticking stamps on correspondence posted in this way. Correspondence so posted should be surcharged in accordance with instructions and forwarded to destination. The money should be retained for a week in order to give the owner an opportunity of establishing his claim to it. At the end of the week if it has not been claimed, stamps to the value of any money dropped into the receiving boxes should be attached to a blank sheet of paper which should be forwarded to the Accounts Branch with a brief report. The stamps should not be cancelled. No entry of any sort is to be made in the Account Books in this connexion. Notice to this effect should be exhibited in all Post Offices.

Delivery of Mails to Meet Public Requirements

Delivery to the public must be made the same evening at Offices where less than three mails are received each week and where the hour of arrival of the mails is between 6 p.m. and 10 p.m. If they arrive after 10 p.m. delivery should be made at 9 a.m. the next day. Mails arriving after 10 p.m. on Saturday should be delivered between 9 a.m. and 10 a.m. on Sunday the next day, if public requirements demand it.

It should be noted that Postal Telegraph Offices are required to be open for all classes of business between 9 a.m. and 10 a.m. on Sundays where this is necessary to meet the needs of the public. The business done on Sundays should be included in the accounts for the next day.

Christmas Services

The Postmasters concerned should note the following arrangements and should inform the Couriers where necessary:—

1. There will be no despatch to Bell Island on Christmas Day.
2. The Couriers on the services St. John's to Trepassey, St. John's to St. Phillip's and Holyrood, St. John's to St. Vincent's and Colinet will make their trips on Thursday, the 24th December and not on Christmas Day.
3. The Couriers on the services Heart's Content to Green's Harbour and Whitbourne to Green's Harbour will make their trips on Christmas Day, but mail received at Green's Harbour after 10 a.m. on Christmas Day will not be delivered until 9 a.m. on Saturday the 26th December.
4. There will be no train from St. John's to Carbonear on Christmas Day, but a train will leave St. John's at 11 p.m. on Thursday, the 24th December, with mails. The Couriers on the services operating in connexion with this train will deliver these mails to the Offices they are due to serve either late on Thursday night or before 9 a.m. on Christmas morning. Delivery to the public should be made between 9 a.m. and 10 a.m. on Christmas Day.

Foreign Mails

Correspondence for Great Britain, Canada, the U. S. A. and Foreign Countries generally will be accepted at the St. John's General Post Office up to 3.30 p.m. for despatch same day on Thursday, the 17th December. Correspondence for Great Britain and European Countries will connect with the S.S. "Aquitania" due to sail from New York on the 23rd December, but it is important to note that this correspondence must be specially marked "via New York." Delivery should be made in Great Britain on or about the 28th December.

The next despatch after this for Great Britain, Canada, the U. S. A. and Foreign Countries will be made on Monday, the 21st December—latest time of acceptance at the St. John's General Post Office, 3.30 p.m. same date. Connexion will be made with the S.S. "Montrose" leaving Halifax on the 26th December and delivery should be effected in Great Britain on or about the 3rd January.

TELEGRAMS

Commencing on Wednesday, the 16th December, and until Thursday, the 31st December inclusive, Outport Offices will remain open for telegraph business until 8 p.m. Telegrams will be accepted at the Counter of the General Post Office, St. John's, up to 9.30 p.m.

The hours of public business during the special days of the holiday period will be:—

Christmas Day	9 a.m. to 10 a.m.
Boxing Day	9 a.m. to noon
New Year's Day	9 a.m. to noon
Sundays (as usual)	9 a.m. to 10 a.m.

Greetings Service to Canada and the U. S. A.

A Newfoundland-Canada-U. S. A. holiday Greetings Service with fixed texts has been introduced this season and will operate during the period 14th December-6th January inclusive.

The Anglo-American Telegraph Company and the Commercial Cable Company is each using its own list of fixed texts and details of these lists have been despatched by post to all Telegraph Offices. There will therefore be three lists in operation including that which was advised in the Circular of the 3rd December for use in Newfoundland and for Greetings Messages to Great Britain and European Countries, and the Staff should take particular care to observe that the "Anglo" and "Commercial" lists are to be used for Greetings Messages to Canada and the U. S. A. only.

The rates for fixed texts Greetings Messages whether routed via the "Anglo" or the "Commercial" will be:—

1. To all points in the U. S. A. 65 cents
2. To the Province of Ontario, Canada and points east of Ontario 65 cents
3. To the Province of Manitoba, Canada and all points west of Manitoba 80 cents

NOTE—These rates include the Government tax of 10 cents in every case.

Greetings Messages routed via "Commercial" should, in place of the check, bear the indicator YTG followed by the number of the Greetings Message selected by the sender from the Commercial list.

Greetings Messages routed via "Anglo" should, in place of the check, bear the indicator GTG followed by the number of the Greetings Message selected by the sender from the Anglo list.

It is very important that the routing, the indicator and the number of the Greetings Message should be correlative.

Inward Greetings Messages will be distinguished by the prefix, indicator and text number in accordance with the route by which they were received.

Additional Instructions

Greetings Messages of fixed texts whether local or foreign will bear neither date nor check and the filing time will not be transmitted.

For accounting purposes Greetings Messages of fixed texts handed in on any date up to the 23rd December inclusive will be considered as having been handed in on the 23rd December. Those handed in during the period 25th to the 30th December inclusive will be considered as having been handed in on the 30th December. Those handed in during the period 1st to the 5th January inclusive will be considered as having been handed in on the 5th January.

Greetings Messages of senders' own composition may be accepted at the ordinary rates at any time for inland transmission in accordance with standing telegraph instructions, but attention is

directed to the Circular of the 16th December for the instructions and rates relative to Greetings Messages of senders' own composition to foreign countries.

Greetings Envelopes

A part shipment of the special envelopes to be used for Greetings Messages has been received and supplies have been mailed to the distant Outport Offices. It is expected that the remainder of the shipment will be received in time to enable all Offices to be supplied in time for the Christmas and New Year traffic.

The special greetings forms and envelopes must be used for all Greetings Messages. It is understood that certain Offices still have supplies of last year's forms and envelopes on hand and they may use these if they run short of the forms and envelopes which have been supplied this year. In the last extremity the forms and envelopes for ordinary telegraph traffic must of course be used, but if this is necessary, care should be taken to mark the envelope with the word "Greetings."

Special Arrangements

By permission of the Newfoundland Railway the telegraph line of the Carbonear Branch Railway was looped into the Post Office at Harbour Grace on the 9th December in order to provide additional and direct communication between Harbour Grace and St. John's in case of emergency.

Line Connexions

Coachman's Cove which was recently reduced in status from a Wireless Telegraph Office to a Telephone Office was joined up for telephone purposes on the 10th December to the Wireless Telegraph Office recently installed at Fleur de Lys.

Following the appointment of the Postmistress at Witless Bay the Western Electric Telephone was transferred to the new Post Office on the 9th December.

ACCOUNTING

Hours of Money Order Business

A case has recently occurred of public complaint arising because a Postmaster suspended Money Order business at his Office during the period 5 p.m. to 6 p.m. although the Office remained open until 6 p.m. for other classes of postal business.

Postmasters should note that the hours of Money Order business are from 9 a.m. to 6 p.m. except on Sundays and half holidays and public holidays duly authorised. Money order business should not close before 6 p.m. except on authority from this Department.

Security of Official Cash, etc.

Postmasters are responsible for safeguarding the stocks of Cash, Stamps, Money Order Forms and other valuables at their Offices and they should take care to safeguard not only the main supplies, which should ordinarily be kept in the Office safe, but also the supplies used for the public at the Counter.

A case has come to light recently of petty pilferings at a Post Office by children who found that they were able to insert their arms from outside the Office through the letter box opening and take money out of a box on the Office counter.

Postmasters should take due warning from this occurrence and they should review the arrangements at their Offices to ensure that they are as secure as it is reasonably possible to make them.

POST OFFICE



CIRCULAR.

THURSDAY, 24th DECEMBER, 1936

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

GREETINGS

The Secretary, the Headquarters Staff of the Department and the Staff of the General Post Office, St. John's, send Christmas Greetings and best Wishes for a Happy and Prosperous New Year to all the Staff in the Outport Offices.

Awards for Suggestions

Mr. Raymond Lindsay, Telegraph Operator of the General Post Office, St. John's, has designed an attractive envelope for Greetings Telegrams for Christmas and other appropriate occasions.

The Department has accepted the design and has been pleased to make an award of \$10 to Mr. Raymond Lindsay in recognition of his keen interest and industry.

APPOINTMENTS

Badger Brook Mr. Peter Alexander, at present Postmaster of Lomond, to be Postmaster as from the 1st January, 1937.

Portland Mr. H. C. Haines to be Telephone Attendant as from the 1st December, 1936.

VACANCIES

Lomond Postmaster and Telegraph Operator. Salary \$420 per annum. Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to Tuesday, the 26th January, 1937. Postal Assistants and Telegraph Operators should forward their applications through their immediate superior Officers. Applicants should state their names in full, date of birth, educational qualifications and departmental experience, whether married or single and the names of two persons to whom application may be made with reference to character. Applicants are forbidden to solicit outside aid in support of their applications. The successful applicant will be required to furnish a certificate of medical fitness.

RETIREMENTS

St. John's General Post Office Mr. J. W. Baird, Telegraph Messenger, having reached the age limit will retire from the service on the 31st December, 1936.

Exhibition in London During the Coronation Celebrations

The British Post Office has asked the Newfoundland Post Office to co-operate in an important Exhibition which will probably take place in London during the Coronation celebrations next May.

In view of the fact that there will be a large influx of Overseas visitors in London at that time, it has been suggested that the Post Office participation in the Exhibition should take the form of the theme "How the Post Office Links the Empire."

In this connexion it would be appropriate to depict by means of photographs or artistic scenic displays the methods in force in the Post Office services of the Empire countries, particularly where those methods differ materially from the established practice in Great Britain.

The British Post Office has therefore asked this Administration if it would be possible to supply either as a loan or as a gift photographs and other useful material depicting scenes of Post Office activity in Newfoundland which might be of interest and which might serve as a basis for the production of finished display pieces.

It is desired to co-operate with the British Post Office as far as possible and in this connexion it may be that there are Staff in the Outports who have photographs or snapshots showing the working of the Post Office services in their areas which they would like to send in as a loan or as a gift for the occasion. The kind of photographs which would probably be of interest would be those of dog teams on the winter courier services, coastal boats of the Newfoundland Railway conveying mails, wireless stations of Newfoundland and Labrador showing the Staff at work, workmen repairing the cross-country telegraph lines, etc. Any photographs not used would be returned to the senders.

It should be noted that no expenditure should be incurred for taking photographs without special authority.

MAILS

Reports on the Movements of Couriers

On the long isolated Courier routes such as Bonne Bay to St. Anthony, Hampden to Englee and Notre Dame Bay, etc., the Postmasters of the Offices on the routes should whenever possible, report by telegraph or telephone the arrival and departure of the Courier to the next Office at which he is due to call. It is essential that the Couriers should maintain their schedules and that there should be as little delay in the movements of the mails as possible.

In the event of a breakdown or exceptional delay occurring in the operation of any Courier service a report should be sent by telegraph immediately to the Director of Postal Services.

Assorting Mails at Distribution Points

Postmasters at Offices which serve as distribution points should note that on the arrival of a mail which has to be re-assorted they should deal with that portion which is due for onward conveyance by the waiting Couriers before they attend to the assorting and delivery of the mail of their own settlements.

It is essential that there should be the minimum of delay between the arrival of the mail and the despatch of the connecting Courier services. An avoidable delay of only one hour in despatching a Courier may cause serious dislocation throughout the whole of that service compared with which the delay of an hour in delivering the mail to the public at the distribution point is of relatively small importance.

Foreign Mails

Correspondence for Canada and the U. S. A. will be accepted up to 3.30 p.m., for despatch same day, on Thursday the 24th December. Delivery should be effected in Montreal and New York on or about Monday, the 28th December.

The next despatch after this for Canada and the U. S. A. will be on Monday, the 28th December—latest time of acceptance at the St. John's General Post Office 3.30 p.m. same date. Delivery should be effected in Montreal and New York on or about Friday, the 1st January.

Correspondence for Great Britain and Transatlantic Countries will be held back for despatch by the S.S. "NEWFOUNDLAND," scheduled to sail from St. John's on Monday, the 28th December. It is probable that the boat will be a day late in sailing. Delivery in Great Britain should be effected on or about Wednesday, the 6th January.

24th December, 1936

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TELEGRAPHS

Errors, Delays and Failures

For the month of November there were recorded: 11 errors, 1 case of delay and 2 cases of lost telegrams. The following Offices were involved:—

	Cases		Cases
St. John's	4	Grand Bank	2
Carmanville	1	Harbour Main	1
Coachman's Cove	3	Heart's Content (relief)	1
Deer Lake (relief)	2	Stephenville Crossing	1

Although these figures are an improvement in some respects on those for the previous month, the record was marred by the two cases of lost telegrams, one at Heart's Content and the other at Harbour Main. The investigations into these cases are still proceeding.

The telegraph error reported against the Fogo Office in the Circular of the 3rd December was the fault of the relief operator.

Traffic

The total number of paid telegrams for November was 36,031, of which 517 were sent by the priority service. The total for November 1935 was 33,276.

The number of service messages for November was 5,677 as compared with 7,070 for November 1935. The decrease was due mainly to the new system of checking telegrams. Renewed attention is drawn to the necessity of using the service message system only in cases of emergency.

The public message service for November consisted of 9,274 words, which was the equivalent of 6,190 ordinary telegrams.

Meteorological Services

The Officer-in-Charge of the Meteorological Service of Newfoundland advises that commencing on the 1st January midday reports will be telegraphed to Toronto in addition to the usual morning and evening reports.

Primary stations will therefore take readings at 1.40 p.m. and will send telegrams to St. John's at 2 p.m., using the Copenhagen Code, copies of which have, it is understood, already been sent to the primary stations by the Meteorological Office, St. John's.

The primary stations concerned are Cartwright, Fogo, Grand Bank, Millertown, Norris Arm and St. George's.

ACCOUNTING

Twenty-five one cent stamps have been received by the Accounts Branch in an envelope with no information as to where they came from or why they were sent in. The envelope was an official one bearing the printed address "Money Order Office, St. John's, Newfoundland."

Will the official who sent in these stamps please communicate with the Accountant?

Stolen Canadian Postal Notes

Postal Notes bearing the following numbers have been reported stolen from the Post Office at Montreal, Sub. No. 56, P.Q:—

K/28-207913 to K/28-207917
 K/28-208196 to K/28-208201
 L/10-640306 to L/10-640307
 M/18-767570 to M/18-767574
 M/18-767746 to M/18-767747
 N/7-297970 to N/7-297971
 P/12-622145 to P/12-622146
 P/12-654666 to P/12-654668
 R/8-550505 to R/8-550508
 S/17-153594 to S/17-153603

Steps should be taken to guard against payment of these Postal Notes should they be presented for payment at any Post Office in Newfoundland or Newfoundland Labrador.

Postmasters and other Officers should consult this list whenever a Canadian Postal Note is presented for payment and if it bears one of the numbers quoted above they should inform the person presenting it that it cannot be paid. They should first of all however, take the following particulars of the Note—name of the remitting Office shown by the date-stamp—name of remitter and name of payee—value. A priority service message should be sent at once to the Accountant giving this information and also the name of the person presenting the Note if it is known.

Money Orders

It is necessary to draw renewed attention to the question of money orders issued for payment in Great Britain or other European countries. Despite the instructions which appeared in the Circular of the 19th November (page 4) to the effect that the Coupon-advice should be sent to the Accountant's Office, St. John's, by the first mail leaving the Office, cases are still arising of Postmasters giving both the Money Order and the Coupon-Advice to the remitter. In other cases the Money Order has been sent to the Accountant and the Coupon-Advice given to the remitter.

It is essential that Postmasters should adhere to the following instructions when issuing Money Orders for payment in Great Britain or other European countries:—

- (1) Separate the Coupon-Advice from the Money Order.
- (2) Give the Money Order to the Remitter.
- (3) Send the Coupon-Advice to the Accountant, St. John's, by the first mail leaving the Office.
- (4) If the Money Order is to be paid in Great Britain tell the remitter that he should send it to the payee immediately. If the Money Order is due to be paid in another European country tell the remitter that there is no need for him to send it to the payee. The Money Order Department in Great Britain will arrange for the payee to be duly advised.

It is hoped that as a result of these instructions there will be no further cases of difficulty.

t Office at

POST OFFICE



CIRCULAR.

THURSDAY, 31st DECEMBER, 1936

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

VISIT OF HIS EXCELLENCY THE GOVERNOR

On Tuesday, the 22nd December, the Department was honoured by a visit from His Excellency, the Governor, and Lady Walwyn, who were accompanied by The Hon. E. N. R. Trentham, Commissioner for Finance, Capt. R. M. B. Schwerdt, R.N., Private Secretary to His Excellency, and Mrs. Schwerdt.

His Excellency inspected all sections of the General Post Office and the Parcel Depot and commented very favourably upon the work of the Staff.

APPOINTMENTS

Lumsden South Mr. Hiram Gibbons to be Telephone Attendant as from the 1st January when the new Office will be opened for service.

Grand Falls Mr. George Wicks to be Messenger as from the 3rd December.

MAILS

Christmas Reports

As soon as possible after the 10th January all Offices where the salary of the Postmaster is \$240 or more per annum, should send in a report to Headquarters with reference to the Christmas and New Year work at their Offices. For the purposes of the report the pressure period should be considered as commencing on the 16th December and finishing on the 5th January inclusive. The information asked for with reference to mails should include all despatches from St. John's, the North Sydney Assorting Office or the T. P. O. up to and including the 31st December. Distant Offices which will not receive these mails until after the 5th January should consider the pressure period as extending up to the time these mails are received.

The report should be as brief as possible and should embrace the following points:—

- (1) Did all outgoing mail posted at your Office during the pressure period, properly connect with the due despatches?
- (2) If any outgoing mail failed to connect and was therefore delayed state briefly the reason for the failure, the estimated number of items involved and how long they were delayed at your Office.
- (3) How many bags of outgoing mails were despatched from your Office during the pressure period? If separate letter and parcel mails were despatched, give the total number of each.
- (4) How many bags of incoming mails were received at your Office during the pressure period? Give separate figures for letter and parcel mails where necessary.
- (5) Were incoming mails received after 10 a.m. on Christmas Day delivered on that day or on Boxing Day? If they were not delivered until Boxing Day were any complaints received from the public?
- (6) Were there any cases of breakdown or exceptional delay in the working of the Courier services to or from your Office which should be brought to notice. Did the Couriers working from your Office, if it is a distribution Office, take all the mails for onward transmission? If any bags were delayed, give particulars.
- (7) Were there many cases of missorted letters and parcels arriving at your Office? If so, which Offices were chiefly at fault?
- (8) Are there any other points with reference to the Christmas mail services which you would like to bring to notice with a view to effecting an improvement in the services next year?

- (9) How many Greetings Telegrams were handed-in at your Office for forwarding during the pressure period and how many were received for delivery?
- (10) Did you have a sufficient supply of greetings forms and envelopes?
- (11) Did the telegraph arrangements work satisfactorily at your Office? If not, give particulars.
- (12) Did you have a sufficient supply of stamps during the pressure period to enable you to serve the public without difficulty?
- (13) What was the value to the nearest dollar of the stamps sold at your Office during the pressure period?

In making your report there is no need to copy out the questions above. Write down the numbers of the questions in order with your replies.

Small Packet Service to Places Abroad

There is reason to believe that the Staff is not sufficiently aware of, and therefore does not bring to the notice of the public, the fact that there is a small packet service to many places abroad. The result is that the public often uses the parcel post service through ignorance of the fact that the cheaper small packet service is available.

The small packet service is intended to afford facilities for the transmission of small articles of merchandise in the letter mails. The rate of postage is two cents for each two ounces or fraction thereof with a minimum postage of ten cents for any small packet. Under the International Regulations the postage must be fully prepaid by the sender. The following is the table of postage for the service:—

From 1 ounce to 10 ounces	10 cents (minimum)
Over 10 and up to 12 ounces	12 cents
Over 12 and up to 14 ounces	14 cents
Over 14 and up to 16 ounces	16 cents
Over 16 and up to 18 ounces	18 cents
Over 18 and up to 20 ounces	20 cents
Over 20 and up to 22 ounces	22 cents
Over 22 and up to 24 ounces	24 cents
Over 24 and up to 26 ounces	26 cents
Over 26 and up to 28 ounces	28 cents
Over 28 and up to 30 ounces	30 cents
Over 30 and up to 32 ounces	32 cents

The limit of weight is 2 lbs.

Dutiable articles may be enclosed in small packets but otherwise the prohibitions applicable to the letter post also apply to the service of small packets. In addition the following are specially excluded from transmission in small packets:—

Letters, notes or documents having the character of actual and personal correspondence (this prohibition does not apply to open invoices reduced to the simplest form, the address of the article and the sender's address); coin; banknotes, currency notes; negotiable instruments payable to bearer; platinum, gold or silver, manufactured or not; precious stones; jewels and other valuable articles; postage stamps or forms of prepayment whether obliterated or not, or any paper representing a monetary value.

Small packets containing dutiable articles are subject to the Customs regulations in the country of destination; and a postal fee for Customs clearance may be charged on each packet on which Customs duty is levied. The fee for the clearance of such packets entering this country is fixed at 10 cents.

Small packets are subject to the regulations laid down for samples of merchandise as regards form, make-up and packing (e.g., they must be sent in such a manner as to be easy of examination). In addition the name and address of the sender must be shown on the outside of the packet; and each packet should be conspicuously marked "Small Packet" in the left-hand top corner.

A green label giving particulars of the contents for customs purposes must be affixed to the address side of each packet, and in addition, one Customs Declaration Form must be enclosed in the packet. A supply of green labels is being sent to Offices.

In the case of all such packets addressed to Czechoslovakia and to Germany and of registered packets addressed to Holland, the Customs Declaration must be securely attached to the outside of the packet.

Small packets cannot be insured but they may be registered. The registration fee is ten cents in addition to the postage.

Small packets cannot be sent to the following countries:-

Alaska	Estonia	Panama
Albania	Falkland Islands	Porto Rico
Barbados	Finland	Paraguay
Bermuda	Iceland	Peru
Bolivia	India	Persian Gulf (Offices)
British Guiana	Iraq	Portugal
Bulgaria	Italy	St. Pierre and Miquelon
Canada	Jamaica	St. Thomas
Chili	Kenya and Uganda	St. Vincent
China	Latvia	South Africa
Colombia	Liberia	Sudan (Anglo-Egyptian)
Costa Rica	Lithuania	Tanganyika
Cuba	Madagascar	United States
Danzig	Malay States	Union of Soviet
Ecuador	Malta	Socialist Rep.
Egypt	Norway	Uruguay
El Salvador	Palestine	Venezuela

FOREIGN MAILS

New International Despatch

Commencing on Saturday, the 2nd January, and on each Saturday until further notice, an additional international despatch will be made from St. John's to Halifax, N.S., by the S.S. "Belle Isle" and S.S. "Fort Amherst" working in weekly rotation.

The mails made up for this despatch will be for Canada, the U. S. A. and American countries generally. Where advantage can be gained by the use of connecting steamers at New York or Halifax, mails for Great Britain and Transatlantic countries will also be included.

The despatch will consist of fully-paid letters and postcards only. Other classes of correspondence such as printed papers, books or packets, whether ordinary or registered will not be forwarded.

The latest time of acceptance at the General Post Office or the East End and West End Branch Offices, St. John's, will be 11 a.m. Saturday for despatch same day. The due times of arrival will be at Halifax the following Monday forenoon and at Montreal and New York the following Tuesday evening.

The General Post Office will make up bags for Halifax, the Halifax-Campbellton R. P. O. and Boston. All mails for the U. S. A. will be contained in the Boston bag.

When mails for Great Britain and Transatlantic countries are included in the despatch they should be put into the Boston bag when the connecting steamer is due to sail from New York and into the Halifax bag when the connecting steamer is due to sail from a Canadian port. Letters for Great Britain and Transatlantic countries which are due to be despatched via New York should be endorsed in the left-hand top corner "Via New York." The public will be suitably informed on this point but at the outset it is probable that many letters posted in time to connect with the St. John's-Halifax despatch and otherwise complying with the regulations will not bear the prescribed endorsement. They should not be kept back on that account.

Foreign Despatches

Correspondence for Canada, the U. S. A. and American countries generally will be accepted at the General Post Office, St. John's, up to 3.30 p.m. for despatch same day, on Thursday, the 31st December. Delivery should be effected in Montreal and New York on or about Monday, the 4th January.

The S.S. "NEWFOUNDLAND" which was due originally to sail from St. John's for Liverpool on the 28th December has been delayed and she will now leave St. John's on Thursday, the 31st December. Mails will be despatched for Great Britain and Transatlantic countries and delivery should be effected in Great Britain on or about the 7th January. The box clearing time at the General Post Office, St. John's, has been fixed provisionally at 3.30 p.m. on the date of sailing.

Letters and postcards only, fully prepaid, for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 11 a.m. on Saturday, the 2nd January, for despatch same day by the S.S. "BELLE ISLE." Letters for Great Britain and Transatlantic countries will connect via the S.S. "ALAUNIA" due to sail from Halifax at 11.59 p.m. on Monday, the 4th January, and arrive at Liverpool on the 13th January. Letters for Mont-

real and New York despatched by this service should be delivered on or about Wednesday, the 6th January.

Correspondence for Great Britain, Canada, the U. S. A. and Foreign Countries generally will be accepted at the General Post Office, St. John's, up to 3.30 p.m. on Monday, the 4th January. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence addressed to Great Britain and Transatlantic countries will connect at Halifax with the S.S. "DUCHESS OF ATHOLL" due to sail on Saturday, the 9th January. Delivery should be effected in Great Britain on or about the 19th January.

TELEGRAPHS Priority Telegrams

The Priority Service which was introduced recently is intended to meet the convenience of the public who represent that their telegrams are of such special urgency that they cannot afford the delay to which every telegram is liable by reason of its having to take its normal code turn. The priority charge is 15 cents in addition to the regular telegraph charge.

Every effort must be made by Postmasters, Telegraphists, Telephone Attendants and Messengers along the route to facilitate and expedite the transmission and delivery of a priority telegram.

Pink Forms have been provided with the object of making priority telegrams stand out against the ordinary traffic and bring them specially to the notice of the operating Staff.

Pink Forms have not been supplied to all the smaller telephone Offices and on this account Repeating Telegraph Offices must pay particular attention to the priority service to and from the subordinate Offices to ensure that the special service for which the sender has paid is properly afforded. Any case of delay in transmission or delivery should be reported immediately to the Head Office, St. John's.

Repeating Offices and Wireless Offices working on schedules should, if the necessity arises, arrange intermediate schedules in order to give service to priority telegrams.

In normal circumstances it is not desired that the Staff should make any effort to recommend the priority service to the public, but if the sender of a telegram takes the initiative and represents that his telegram is very important or writes some such words as "Rush" or "Urgent" on the handing-in form, the use of the priority service may be recommended to him.

Christmas Traffic

It is worth recording that Wednesday, the 23rd December, was the busiest day for telegraph work in the history of the Post Office. At the Head Office, St. John's, a total of 7567 telegrams were handled, 2491 deliveries made and 927 telegrams received over the counter. On the 24th December 3958 telegrams were handled, 1166 deliveries made and 733 telegrams were received over the counter. This is an increase of over 40% as compared with the 23rd and 24th December last year. The Repeating Offices at Campbellton, Deer Lake, Placentia and Topsail were also working at very high pressure and on many of the circuits coming into St. John's the record output of over 100 telegrams per operator per hour was maintained for long periods.

The special fixed text service to Canada and the United States introduced this year and the fixed text service to Great Britain and European countries were also well patronized by the public, the number of telegrams passing over the Post Office lines for the two days amounting to about 1700.

ACCOUNTING Money Orders

The rate of exchange for Money Orders issued in Newfoundland and payable abroad is as follows:—

Great Britain and Foreign Countries for which Great Britain serves as the Domestic Office for Newfoundland—£1 equals 5 Dollars.

This rate is of course liable to alteration at any time. Tables are being prepared and will shortly be supplied to all Money Order Offices to enable Postmasters to make ready calculations of the value of Newfoundland currency in terms of English currency for any point in the scale between a low and a high exchange rate. Normally alterations in the exchange rate will be announced in the Circular but distant Offices will also receive notification by telegraph.

Canada and the U. S. A. If Newfoundland or Canadian currency is tendered no adjustment or calculation is necessary. For example, a Money Order for \$5 payable in Canada or the U. S. A. costs \$5 in Newfoundland or Canadian currency, plus the commission.

If paper currency of the U. S. A. is tendered the Postmaster should charge 4 cents for every dollar of such currency, plus the usual Money Order commission.

No charge should be made for silver currency of the U. S. A. which may be tendered in purchase of a Money Order.

POST OFFICE



CIRCULAR.

THURSDAY, 7th JANUARY, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPRECIATION

The Hon. E. N. R. Trentham, Commissioner for Finance, has asked me to convey to the Staff of the Post Office his great appreciation of the work of the Staff during the Christmas pressure period.

I should also like to take this opportunity of thanking the Staff for the magnificent way all ranks responded to the heavy demands made upon them. The work of the Heads of Departments, their Supervising Officers and the Rank-and-File, all of whom worked long hours at high pressure for many days in succession in the effort to dispose of the exceptionally heavy traffic of mails and telegrams with the minimum of delay, was praiseworthy in the extreme.

I was able, of course, to see only the work at the General Post Office, St. John's, but from evidence I have since gathered I have every reason to believe that the work of the Staff in the Out-port Offices was equally meritorious.

—SECRETARY.

LEAVE

Western Bay The Postmaster, Mr. E. J. Milley, has been granted sick leave to enter hospital for treatment. His duties at Western Bay will be carried on by Mr. George Milley as from the 2nd January

NOTICES TO THE PUBLIC

With reference to Secretary's Circular No. 22, paragraph 2, Postmasters should add the name of Dr. C. T. Fitzgerald of Trinity East to the list of persons whose notices should be exhibited on request.

DATE STAMPS

Postmasters are reminded that the year type "37" should appear in the date-stamps of their Offices as from the 1st January.

MAILS

10 Cents Customs Clearance Fee

What is commonly known as the 10 cents Delivery Fee which is levied upon parcels coming into Newfoundland from abroad and containing dutiable articles should more properly be described as the Customs Clearance Fee. It is levied in virtue of the fact that the Post Office acts as the agent of the addressee in submitting the parcel to the Customs Authorities for examination.

The Customs clearance fee in respect of letter packets and small packets containing dutiable articles is collected in accordance with Article 41 of the International Postal Union Convention: "A Customs clearance fee of 50 gold centimes at most per article may be collected as a postal charge on articles submitted to the Customs in the country of destination." The Customs clearance fee is not collected on letter packets or small packets upon which no duty is payable or upon packets containing advertising matter.

A similar provision is made in Article 9 of the Universal Parcel Post Agreement as regards the Customs clearance fee in respect of dutiable articles enclosed in parcels. Neither Newfoundland nor its parent Administration, Great Britain, is however a party to the Universal Agreement, and the 10 cents fee in this country is levied in virtue of Section 3 of the Act 11 George V. Cap 37 (1920) and as amended by Section 5 of Cap. 20 (1926) relating to the Postal and Telegraph Services. In Great Britain the fee is the equivalent of 12 cents on every parcel on which the duty is not in excess of the equivalent of \$2.50 and 24 cents where the duty charges are in excess of \$2.50.

The Customs clearance fee as levied in this country on letter packets, small packets and parcels is therefore founded upon a strictly legal basis. It is almost universally applied by other Postal Administrations.

Treatment of Undeliverable Correspondence

All letters and postal packets which cannot for any reason be delivered must be endorsed on the front with the reason for non-delivery such as "Gone away," "Refused," "Deceased," etc., initialled by the Officer making the endorsement and date-stamped with the stamp of the Office. The counter-signature of the Postmaster or Head Carrier is necessary where the endorsement has been made by an Assistant or a Letter-Carrier.

Where it is known that the addressee has gone away without leaving an address for re-direction purposes, is deceased or has refused to accept delivery, the letter or postal packet should be made "dead" immediately. Correspondence for the General Delivery should be retained for a period of two months before being made "Dead." At the end of two months if not delivered such correspondence should be endorsed "Not called for," initialled and date-stamped.

All correspondence after being made "Dead" should be disposed of immediately in accordance with the foregoing instructions. It is quite irregular for it to be retained at the Office.

In the case of ordinary inland letters only, which bear the name and address of the sender on the cover, the original address should be crossed out but not so as to obliterate it entirely and the name and address of the sender should be underlined to indicate that the letter is to be returned to him direct. Postmasters are forbidden to open a letter in order to ascertain the name and address of the sender or for any other purpose.

All other undeliverable correspondence such as letters which do not bear the sender's name and address, printed papers and packets and correspondence from abroad of all classes including letters which bear the sender's name and address should be made up into a separate bundle addressed to the "Dead Letter Branch," General Post Office, St. John's. It is irregular for Postmasters to return direct to other Postal Administrations undeliverable correspondence of any description.

Registered undeliverable correspondence should be made "Dead" in the same way as ordinary correspondence, that is as regards period of retention, endorsing, initialling and date-stamping. The registered service should continue to be afforded up to the time such correspondence is returned to the "Dead Letter Branch." Undeliverable registered correspondence sent to the "Dead Letter Branch" should not be included in the bundle of ordinary undeliverable correspondence, but should be enclosed in a separate registered cover addressed to the "Dead Letter Branch."

All undeliverable parcels whether inland or from abroad should be disposed of in accordance with standard instructions. They should not be retained at the Office of delivery longer than 30 days.

Inspectors when making their surveys should take particular note to see that these instructions are understood and carried out.

Foreign Mails

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally will be accepted at the General Post Office, St. John's, up to 3.30 p.m. for despatch same day on Thursday, the 7th January. Delivery should be effected in Montreal and New York on or about Monday, the 11th January. Correspondence for Great Britain and Transatlantic countries will connect with the S.S. "PENNLAND" due to sail from Halifax on the 11th January. Delivery should be effected in Great Britain on or about the 21st January.

Letters and postcards only, fully prepaid, for Great Britain, Canada, the U. S. A. and Foreign countries generally will be accepted up to 11 a.m. on Saturday, the 9th January, for despatch same day by the S.S. "FORT AMHERST." The mails for Great Britain and Transatlantic countries despatched by this service are due to connect at New York with the S.S. "BREMEN" sailing from New York on the 16th January and all letters and postcards addressed to Great Britain and Transatlantic countries should, therefore, bear the endorsement "Via New York." They should be included in the Boston bag made up in the usual divisional bundles. Letters and Postcards for Montreal and New York despatched by this service should be delivered on or about Wednesday, the 13th January, and for Great Britain on or about the 22nd January.

Parcels for the U. S. A. for despatch by the S.S. "FORT AMHERST" will be accepted at the Parcel Depot up to 11 a.m. on Saturday, the 9th January.

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. for despatch same day on Monday the 11th January. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence addressed to Great Britain and Transatlantic countries will connect

7th January, 1937

at Halifax with the S.S. "DUCHESS OF BEDFORD" due to sail on Saturday, the 16th Jan. Delivery should be effected in Great Britain on or about the 25th January.

TELEGRAPHS

Telegraph Practice Sets

One of the major problems of the Department is the provision of substitutes, especially those with a knowledge of telegraph work, for annual leave, sick and other absences at the Outport Offices.

It is the duty of Postmasters at combined offices not to miss the opportunity of having suitable substitutes on the spot available to relieve them for annual leave or in a sudden emergency. Having a trained clerk available at short notice not only ensures a continuity of service but is also a source of economy to the Department because the transportation and living expenses, payable in respect of a substitute brought from another district, do not have to be incurred for a local substitute.

It is of advantage, therefore, that Postmasters, who have no student or Messenger in training, should encourage some ambitious boy or girl between the ages of 15 and 20 years, and who has the necessary educational qualifications, to apply to this Department for an application form with a view to entering the Post Office as a student.

If the applicant is accepted he will be given six months training with the privilege of an extension for another six month if he shows sufficient progress and interest in the work. At the end of twelve months he should be qualified to undertake relief work at the Office of his residence and also possibly at other Offices in the district.

With a view to giving such students every opportunity of learning telegraphy a number of learners' sets consisting of a key, sounder and battery have been assembled at the Stores Department. Applications for these sets may be made to the Director of Telegraphs by Postmasters who have students in training and no spare apparatus upon which the students may practise. The supply of these sets is strictly limited and they will only be sent to those Offices where there is no other means of affording the students opportunities of learning telegraphy.

ACCOUNTING

Stolen U. S. A. Money Order Forms

The following U. S. A. Money Order Forms have been reported stolen:—

Cashion, Ariz.	Nos. 14061 to 15000 inclusive
Huntington, Mass.	Nos. 179301 to 180000 inclusive
Hainesport, N.J.	Nos. 16337 to 17000 inclusive
Nipton, Calif.	Nos. 9001 to 10000 inclusive

The above orders if presented at a Newfoundland Money Order Office must not be paid. If possible, endeavour should be made to obtain particulars of such orders presented—the office of origin and number, amount, name of remitter and payee—and such information should be relayed by the priority service to the Accountant, St. John's.

Errors in Accounting

Despite repeated instructions a considerable number of errors in accounts are still being made. The following is a list of Offices with the number of errors in the Money Order Service made by clerks at those Offices have been responsible for during the month of December alone. Most of the errors can only be attributed to carelessness:—

Office	No. Errors	No. Money Orders Issued and Paid During Period in Which These Errors Were Made
Bell Island Mines	5	469
Bonavista	10	254
Brooklyn	10	20
Burgoyne's Cove	5	26
Cartyville	6	131
Corner Brook	9	1226
Curling	6	282
Elliston	5	30
Fox Harbour	5	76
Gambo	5	172
Grand Falls	5	1729
Heart's Content	10	141
King's Point	8	27
Lawn	7	11
Lewisporte	6	169
Little Bay	6	44
Millertown	7	234
Pilley's Island	6	32
Port au Port	5	98
Pouch Cove	7	7
St. John's G. P. O.	3	4426
St. John's West	6	113
Sandy Point	7	45

The most frequent errors in the Money Order Service are:—

1. Wrong calculation of the Money Order Commission.
2. Wrong amounts claimed for Money Order Paid.
3. Amounts extended to the wrong columns in the Money Order Issue and Paid sheets.
4. Totals written across the middle of the Money Order Issue and Paid sheets instead of on the bottom line.
5. Failure to total columns of the Money Order Issue and Paid Sheets.
6. Date of Payment not shown on paid Money Orders.

Other frequent sources of error in accounting are:—

7. Notices of insufficient postage on parcels not promptly taken to account.
8. Government bills remitted as cash and not shown separately in the space provided on the accounts form.
9. Lists of outstanding telegraph accounts not attached to accounts form.
10. Balances in hand at the end of the account period at Non-Money Order Offices not shown in the proper place on the accounts form. Often these balances are incorrectly shown as remittances.

The offices named in the list above particularly, and all other Offices, should take special care to avoid such errors for the future.

POST OFFICE



CIRCULAR

THURSDAY, 14th JANUARY, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

RESIGNATIONS

Benoit's Cove Miss Frances Dormody, Postmistress, has forwarded her resignation, to take effect as from the 31st January. The vacancy has been advertised locally. Applications close on the 20th January. Salary \$36 per annum.

CLOSING OF OFFICE

The seasonal Office opened in the Railway Station at White's Road on the 20th July last for the purpose of facilitating the shipment of farm produce, closed on the 31st December.

MAILS

Date-stamping

Periodical examinations of the correspondence received at the General Post Office, St. John's, from the Outport Offices, indicate that many Postmasters are not taking sufficient care to cancel the stamps properly and to give a clear impression of the name of the Office and the date.

All Offices have been supplied with the regulation hand obliterators and should take the necessary care to use them properly for the following reasons:—

1. The proper cancellation of the stamps is necessary in order to avoid the risk of its being used again and thereby causing loss of revenue.
2. A clear impression of the name of the Office and the date of posting is necessary for the purpose of facilitating any enquiry which may be necessary in the event of the letter being delayed or otherwise irregularly treated.
3. A slovenly method of date-stamping helps to give the public a poor impression of the work of the Post Office.

All Postmasters who in the past have not exercised sufficient care in this matter should endeavour to effect a permanent improvement forthwith. Any mechanical difficulty which may be experienced in the use of the hand obliterators should be reported to the Controller, Stores Department, General Post Office, St. John's.

Emptying Mail Bags

There is reason to believe that many Postmasters are not turning the mail bags inside out completely when they receive a mail. Supposedly empty bags have been received back at the General Post Office, St. John's, on various occasions with pieces of mail hidden in the folds and addressed to the Office returning the empty bags. It is unnecessary to enlarge upon the great inconvenience and the delay which is occasioned to the public's mail by such gross carelessness, and Postmasters are warned against being responsible for such failures in future.

Foreign Parcels—Outward

It is necessary to remind Postmasters particularly those whose Offices are along the line of the Railway, that all parcels addressed to foreign countries must be sent to St. John's for despatch.

Cases are frequently occurring of foreign parcels being despatched to the west-bound Express. This creates unnecessary work for the T. P. O. Clerks and involves double haulage as parcels which are irregularly despatched in this way simply go on to Port aux Basques and back to St. John's. All Offices in future must arrange for outward foreign parcels to be despatched to St. John's by the east-bound Express.

Inland and Foreign Parcels--Outward

Parcels should in all cases be substantially and securely packed so as to preserve the contents from loss or damage and prevent injury to the mails or persons handling the mails. The public should be given the following information:—

1. Articles of a fragile nature such as china and glass-ware of all kinds, clocks, watches, musical instruments, fountain pens, jewellery, gramophone records, eye glasses, toys, etc., should be surrounded with "excelsior" or other shock absorbent material and packed in well-made wooden boxes.
2. Liquids or any substance which will easily liquify will be accepted on the following conditions only:—
 - (a) The container must be packed in the first instance in a spongy material sufficient to absorb the liquid in case the container is broken.
 - (b) It must then be packed in a watertight box, wrapped and securely fastened.
 - (c) The sender must state on the wrapper the nature of the contents with his name and address and satisfy the Postmaster that the package complies with these regulations.

NOTE. Parcels containing liquids, perishable articles of food or articles which are exceedingly fragile cannot be accepted for the C. O. D. service, neither can they be insured.

3. Parcels containing fish, game, meat or goods likely to spoil within the time reasonably required for transportation to destination, must not be accepted for mailing.

Foreign Mails

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally will be accepted at the General Post Office, St. John's, up to 3.30 p.m. for despatch same day, on Thursday, the 14th January. Delivery should be effected in Montreal and New York on or about Monday, the 18th January. Correspondence for Great Britain and Transatlantic countries will connect with the S.S. "Berengaria" due to sail from New York on the 20th January, and should therefore, be specially addressed "Via New York." Delivery should be effected in Great Britain on or about the 27th January.

Letters and postcards only, fully prepaid, for Great Britain, Canada, the U.S.A. and Foreign countries generally will be accepted up to 11 a.m. on Saturday, the 16th January for despatch same day by the S.S. "Belle Isle." The mails for Great Britain and Transatlantic countries despatched by this service are also due to connect at New York with the S.S. "Berengaria" and should therefore be addressed "Via New York." They should be included in the Boston bag, made up in the usual divisional bundles. The connexion cannot be guaranteed. Letters and postcards for Montreal and New York despatched by this service should be delivered on or about Wednesday, the 20th January.

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally will be accepted at the General Post Office, St. John's, up to 3.30 p.m., for despatch same day on Monday the 18th January. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic countries will connect at Halifax with the S.S. "Montclare" due to sail on Saturday, the 23rd January. Delivery should be effected in Great Britain on or about the 2nd February.

TELEGRAPHS Community Lines

After being out of commission for many months the old telegraph line between Point Verde and St. Brides has been restored and will be operated and maintained on a community basis.

St. John's Phonogram Service

On Monday, the 11th January, a new phonogram service was introduced in St. John's by means of which members of the public with deposits at the General Post Office in respect of telegram charges can telephone their telegrams to the Head Office, instead of having them brought to the Post Office by their own or an official Messenger. At the same time the free pick-up service which has hitherto existed for the telegram depositors only was abolished and a charge of 5 cents per call instituted.

The charge for telegrams telephoned in this way is 2 cents per message in addition to the usual telegraph charges. In the case of "collect" telegrams where the phonogram is not paid for by the sender, the phonogram fee will be collected on delivery. The words "svc fee two cents" after the check will indicate that this charge must be collected in addition to the usual telegraph charges.

Errors in Figures in Telegrams

Secretary's Circular No. 72 of the 13th January, 1936, reads: "Effective from date all figures appearing in telegrams must be repeated in words at the end of the message by the sending operator. No excuse will be accepted for mutilation of figures after this notice." It is also indicated in this Circular that if this regulation does not result in an improvement in the number of figure errors, the Department will be compelled to impose a minimum fine of 50 cents to be increased at the discretion of the Secretary according to the circumstances. It is a matter for regret that this disciplinary measure has had to be put into effect from time to time.

It is obvious therefore, that a certain amount of carelessness still exists among operators, because if the rules were followed there should be very little possibility of error.

The method to be used in telegraphing figures is as follows: If the figures "2436" for example have to be sent, they should be repeated and confirmed at the conclusion of the message in words thus:—"two," "four," "three," "six."

Telegraph-operators throughout the Service should take particular note of these instructions. Errors of this nature are a serious reflection upon the efficiency of the Post Office.

Wireless Proficiency Certificates

Miss Marjorie E. Hierlihy of St. John's and Mr. Arthur J. Pomeroy of St. Anthony were examined and granted certificates of proficiency in radio-telegraphy during the past week. Miss Hierlihy has the distinction of being the first lady to attend an examination for any class of certificate under the Newfoundland Administration.

Commencing with next week's Circular a list of all classes of proficiency certificates in effect will be published and any additional certificates issued will be made known from time to time. Particulars of licences issued under the Radio Telegraph Act will also be published.

ACCOUNTING

Paid Telegraph Transfers

Many Postmasters are forwarding the carbon copies of Receipted Telegraph Transfers to the Accounts Branch, St. John's, instead of the original.

Postmasters are hereby notified that the original message signed by the payee in ink and attached to the account statement in which the amount of the payment is claimed must be forwarded to the Accounts Branch, General Post Office, St. John's.

Lost Canadian Money Order Forms

The following Canadian Money Order Forms have been reported lost:—

Debolt, Alberta ... Nos. 2201 to 2400 inclusive and No. 8318

Stolen United States Money Order Forms

The following U. S. A. Money Order Forms have been reported stolen:—

Renwick, Iowa	Nos. 84425 to 84600 inclusive
Lake Monroe, Fla	Nos. 34001 to 34200 inclusive
Latty, Ohio	Nos. 81779 to 81785 inclusive
Dallas, Tex., C. O. D. Station	Nos. 800782 to 800800 inclusive

The above Canadian and United States Money Orders if presented at a Newfoundland Money Order Office must not be paid. Postmasters and other Officers should follow the instructions given on page 31 of the Post Office Circular of the 7th January.

Money Orders

The following information is published for the benefit of many Postmasters who make repeated mistakes in calculating the commission payable on Money Orders:

Commission on Money Orders Payable in Newfoundland, Canada and the U. S. A.

Amount of Order	Commission
Any amount up to \$5	5 cents
\$5.01 and not over \$ 10.00	10 cents
\$10.01 and not over \$ 20.00	15 cents
\$20.01 and not over \$ 30.00	20 cents
\$30.01 and not over \$ 40.00	25 cents
\$40.01 and not over \$ 50.00	30 cents
\$50.01 and not over \$ 60.00	35 cents
\$60.01 and not over \$ 70.00	40 cents
\$70.01 and not over \$ 80.00	45 cents
\$80.01 and not over \$100.00	50 cents

The maximum amount for which an Order may be issued in Newfoundland for payment in Newfoundland or in Canada and the U. S. A. is \$100. If a remitter desires to remit an amount in excess of \$100 it is necessary to prepare one or more Orders for \$100 and another order for the balance of the amount if required, and charge commission on the separate Orders issued in accordance with the above table. For example, if a remitter desired to remit \$200 it would be necessary to prepare two Orders each of \$100 and charge commission at the rate of 50 cents for each Order. If the amount due to be emitted was \$345 the commission would be calculated as follows:—

Three Orders for \$100—Commission 50 cents for each Order	\$1.50
One Order for \$4530
Total	\$1.80

Commission on Money Orders Drawn on Great Britain

Any amount up to £2. sterling	12 cents
Over £2 and not exceeding £5	25 cents
Over £7 and not exceeding £10	49 cents

The maximum amount of one Money Order drawn on Great Britain is £40.

The commission on a Money Order for £40 would be 49 cents x 4 equal \$1.96.

In calculating the commission on Money Orders for amounts between £10 and £40 Postmasters should proceed as indicated in the following examples:—

Amount of Money Order £12

	Commission
Commission on £10	49 cents
Commission on £2	12 cents
Total	61 cents

Amount of Money Order £36.10.0

Commission on £30. (49 cents x 3)	\$1.47
Commission on £6.10.037
Total	\$1.84

As indicated on page 28 of the Post Office Circular of the 31st December the present rate of exchange for Money Orders drawn on Great Britain and Foreign Countries, for which Great Britain serves as the Domestic Office for Newfoundland is £1, equals Five Dollars.

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POST OFFICE



CIRCULAR.

THURSDAY, 21st JANUARY, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

ST. BRENDAN'S POST OFFICE

Miss Nellie Croke, former Postmistress of St. Brendan's Post Office pleaded guilty at the Magistrate's Court, St. John's, on Thursday, the 14th January, to robbery of the mail and illegal detention of correspondence. She was sentenced to three month's imprisonment.

APPOINTMENTS

Green's Harbour... Mr. Maxwell Reid appointed Postmaster as from the 1st February, 1937, vice Mr. Enos Reid, retired.

RESIGNATIONS

Grand Falls ... Mr. Thomas Ginn, Letter-Carrier, as from the 31st January, 1937. Applications to fill the vacancy close on the 15th February, 1937. Salary \$240 per annum.

MAILS

Notice to Postmasters

Several letters have been received recently by the Director of Postal Services from Mail Couriers, marked "O.H.M.S." and without postage stamps.

Mail Couriers are under contract to the Department to perform certain work in connexion with the transportation of mails and are not entitled to free postage.

All Offices from which Couriers operate have been provided with the Courier bills. These bills must be made out by the Postmaster at the end of each month, signed by the Mail Courier certified by the Postmaster if the Mail Courier has performed his work satisfactorily, and forwarded by the Postmaster to the Director of Postal Services. It is irregular for the Mail Courier to forward these bills. All enquiries regarding the Courier Services whether made by post or telegraph, must be made through the Postmaster and not by the Courier direct.

Tenders for Courier Services must be mailed by the applicants and the postage prepaid.

Postmasters should bring these instructions to the notice of the Couriers.

Assorting Divisions

A great deal of time would be saved by the T.P.O. Clerks on the Express and Branch Line trains if Postmasters when despatching mails to the trains took care to make suitable divisions of the correspondence. In most cases Outport Postmasters despatch mixed bundles and make no division whatsoever.

Whenever there are as many as 15 letters for a particular division a separate bundle should be prepared, and for the future bundles should be made up for the following divisions whenever this condition is reached:—

1. St. John's City.
2. Local (that is all other Newfoundland Offices, except in cases where a sufficient number is received to make a bundle for any particular Office such as Corner Brook, etc.)
3. The U. S. A.
4. Canada.
5. Great Britain (including all Transatlantic countries).

All divisional bundles should be double-faced; that is the outside letter of each side of the bundle should have the address exposed to view. The larger Office should use labels. The Controller of Stores will arrange to supply on requisition. When labels are used they should be date stamped and should bear the name of the appropriate division in manuscript.

Needless to say the above instructions do not apply to newspapers and packets which cannot conveniently be assorted with letters.

Insured Letters and Boxes

Secretary's Circular No. 12 of the 19th January, 1935, which deals with this service states that insured letters and boxes cannot be accepted for addresses in Canada or the U. S. A. This instruction has not always been observed in the past and Postmasters in the future should be careful to consult the list given in Secretary's Circular No. 12 of countries for which this service is open when accepting insured letters and boxes for despatch.

Particular care and attention must be given to articles tendered for despatch by the insured service to countries abroad, to ensure that the regulations with regard to packing, etc., are properly complied with. Carelessness in this respect by any member of the Staff through whose hands an insured letter or box may pass, may involve the Department in the payment of compensation for a sum as high as \$1000.

Green Labels

The green labels referred to on page 26 of the Post Office Circular of the 31st December for use in connexion with small packets posted to places abroad have now been printed and a distribution is being made to Offices. The reverse sides of these labels are adhesive and they should therefore be kept in an envelope in a dry place.

Foreign Mails

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally will be accepted at the General Post Office, St. John's, up to 3.30 p.m., for despatch same day, on Thursday, the 21st January. Delivery should be effected in Montreal and New York on or about Monday, the 25th January. Correspondence for Great Britain and Transatlantic countries will connect with the S.S. "Westernland" due to sail from Halifax on the 25th January. Delivery should be effected in Great Britain on or about the 3rd February.

Letters and postcards only, fully prepaid for Great Britain, Canada, the U. S. A. and Foreign countries generally will be accepted up to 11 a.m. on Saturday, the 23rd January, for despatch same day by the S.S. "Fort Amherst." Delivery should be effected in Montreal and New York on or about Wednesday, the 27th January. Correspondence for Great Britain and Transatlantic countries despatched by this route is due to connect with the S.S. "Aquitania" due to sail from New York on the 27th January and should therefore be endorsed "Via New York." Delivery should be effected in Great Britain on or about the 3rd February.

Parcel mails for the U. S. A. for despatch by the S.S. "Fort Amherst" will be accepted at the Parcel Depot up to 11 a.m. on Saturday, the 23rd January.

Correspondence for Canada, the U. S. A. and American countries will be accepted at the General Post Office, St. John's, up to 3.30 p.m. for despatch same day, on Monday, the 25th January. Delivery should be effected in Montreal and New York on or about the following Friday.

Letter and parcel mails for Great Britain and Transatlantic countries will be kept back for despatch by the S.S. "Nova Scotia" due to sail from St. John's on or about the 29th January.

STORES

Staff in the Outport Offices are reminded of the necessity of marking the name of their Offices on all packages returned to the Stores Department. This is particularly necessary in the case of all such items as Telephones, Wireless Instruments, etc.

Requisitions. When making requisition for material the proper Store Requisition Form must always be used. The Form should be properly filled in to show the name of the Office, the description of the article and Form number and the quantity required. The Form must be signed with the full name of the Postmaster or the Officer in charge and should not be initialled or merely endorsed "P.M."

Date Stamps. Steel date stamps should be cleaned thoroughly once a week with kerosene or gasoline. Care should be taken to see that the leather washer inside the date-stamp is kept intact, otherwise the stamp will not give a clear impression. Type and slots into which the type is set should be scraped occasionally to remove dried ink and dust and to prevent the type from sticking. In the case of old stamps it may be necessary to file some of the type to make them fit.

TELEGRAPHS

Errors, Delays and Failures

For the month of December last there were recorded 7 errors, 4 cases of delay and 1 case of a lost telegram. The following Offices were involved:—

Cases		Cases	
St. John's	3	Grand Bank	2
Botwood	1	Fleur de Lys	1
Campbellton	2	King's Cove	2
Curling	1	Newfoundland Airport	1
Deer Lake	1	Placentia	1
Gambo (Relief) October 21st	1	St. Bride's	1

In certain cases where it is impossible to establish responsibility the mistake has been debited against the two Offices concerned.

Despite the heavy volume of traffic handled in December and the increased work of the Christmas pressure period it is gratifying to note that the number of errors was lower than for the previous month. In one case a fine has been imposed upon an operator responsible for a figure error in a telegram. The delays noted could have been avoided with a little more judgment and forethought on the part of the Staff concerned. The lost telegram was the fault of a relief operator.

The Postmistress of Harbour Main has been found responsible for the lost telegram referred to on page 23 of the Post Office Circular of the 24th December and has been fined 50 cents. The failure at Heart's Content was the fault of the relief operator.

Traffic

The total number of paid telegrams for December was 50,618, of which 515 were sent by the priority and 13,497 by the greetings services. The total for December 1935 was 39,717, of which 9,169 were sent by the greetings service.

The number of service messages for December was 5,304 as compared with 6,202 for December 1935. Renewed attention is drawn to the necessity of using the service message system only in cases of emergency.

The public message service for December consisted of 12,451 words, which was the equivalent of 8,300 ordinary telegrams.

Accounting for Greetings Telegrams

In spite of the instructions which appeared on page 19 of the Post Office Circular of the 17th December to the effect that Greetings Telegrams should be accounted for on three days only, the 23rd December, the 30th December and the 5th January, certain Offices included greeting message tolls in their cash receipts from day to day for the whole period. This disregard of instructions resulted in a serious loss of time by the checking Officers at Headquarters and the exchange of many service messages to adjust matters. The Officers at fault should take particular note for their future guidance that instructions issued in the Post Office Circular or by any other means must be strictly adhered to.

Line Connexions

As from the 1st January the Telephone Office at Wareham was connected to Badger's Quay instead of to Gambo. Telegraph traffic for Wareham will in future be checked on Badger's Quay.

Bills for Line Repair Work

It is observed that Postmasters and Telephone Attendants are not in all cases carrying out the instructions in Secretary's Circular No. 85, which states that any bill for services in connexion with line repair work must be made out by the person to whom it is payable and must in all cases be accompanied by a properly prepared statement of the repairs carried out. All bills must be certified by the Postmaster or Telephone Attendant, who as the agent of the Department must take all reasonable means of verifying that the work for which payment is claimed, has been duly performed. Any expenditure claimed by line repairers and hired men must be accompanied by proper receipts or vouchers, and the expenditure order number must always be shown on bills, vouchers and report forms. Failure to carry out these instructions may result in Headquarters investigation and delay in payment of the account. Copies of report forms may be obtained on application to the Chief Inspector of Telegraphs.

It should be observed that the rate of pay for all classes of casual labour is 22½ cents per hour in all cases.

Proficiency Certificates in Radio-Telegraphy

The list of persons holding first class certificates of proficiency in radio-telegraphy on the 1st January, 1937, is as follows:—

Mr. A. J. Crocker	St. John's	Mr S. W. Brazill	Battle Harbour
Mr. A. C. Pittmna	St. John's	Mr. G. Serrick	Bay Roberts
Mr. J. Dempsey	St. John's	Mr. J. S. Gillingham	Badgers Quay
Mr. W. A. Brown	St. John's	Mr. G. Sellars	Bonavista
Mr. W. J. Kelly	St. John's	Mr. F. W. McCarthy	Carbonear
Mr. V. F. Myrick	St. John's	Mr. T. P. Fleming	Harbour Grace
Mr. J. J. Collins	St. John's	Mr. R. Ryan	Harbour Grace
		Mr. S. F. Gosse	Spaniards Bay

Postmasters should advise any candidates desirous of obtaining certificates of proficiency in radio-telegraphy or radio-telephony to write to the Chief Inspector of Wireless and Telephone Services, St. John's.

ACCOUNTS

Remittances on Postage Stamp Account and Requisitions for fresh Stamp supplies should always be in round dollars.

The bill number and the duty value of every parcel covered by a Duty Remittance must be listed on the back of the Duty Remittance Form.

Canadian Money Order Forms

The Canadian Money Order Forms reported as lost on page 35 of the Post Office Circular of the 14th January, have now been recovered.

Commission on Money Orders Drawn on Great Britain

There was an omission in the table set out on page 36 of the Post Office Circular of the 14th January. The full table should be:—

Any amount up to £2 sterling	12 cents
Over £2 and not exceeding £5	25 cents
Over £5 and not exceeding £7	37 cents
Over £7 and not exceeding £10	49 cents

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POST OFFICE



CIRCULAR.

THURSDAY, 28th JANUARY, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENTS

Cox's Cove..... This Office will be re-opened on the 1st February and will deal with all classes of Postal and Telegraph business except Money Orders and C. O. D. Parcels. Mr. Maxwell Cornick has been appointed Postmaster.

Ranem Harbour..... Mrs. John Hollett to be Telephone Attendant as from the 1st January, vice Mr. Arthur Hollett, resigned.

MAILS

Direct Transatlantic Steamer Schedule

The following is the schedule for 1937 of the Furness Withy Steamers due to sail from St. John's to Liverpool. The schedule is subject to change without notice. Postmasters should copy the list in neat longhand or typescript and exhibit it in the public part of their Offices.

Steamer	Leave St. John's	Arrive Liverpool
"NOVA SCOTIA"	Friday, 29th January	Thursday, 4th February
"INCEMORE"	Sunday, 21st February	Monday, 1st March
"NOVA SCOTIA"	Friday, 12th March	Thursday, 18th March
"INCEMORE"	Monday, 5th April	Tuesday, 13th April
"NOVA SCOTIA"	Friday, 16th April	Thursday, 22nd April
"NEWFOUNDLAND"	Tuesday, 4th May	Monday, 10th May
"NOVA SCOTIA"	Friday, 28th May	Thursday, 3rd June
"NEWFOUNDLAND"	Tuesday, 15th June	Monday, 21st June
"NOVA SCOTIA"	Friday, 2nd July	Thursday, 8th July
"NEWFOUNDLAND"	Monday, 19th July	Sunday, 25th July
"NOVA SCOTIA"	Tuesday, 3rd August	Monday, 9th August
"NEWFOUNDLAND"	Friday, 20th August	Thursday, 26th August
"NOVA SCOTIA"	Tuesday, 7th September	Monday, 13th September
"NEWFOUNDLAND"	Friday, 24th September	Thursday, 30th September
"NOVA SCOTIA"	Tuesday, 12th October	Monday, 18th October
"NEWFOUNDLAND"	Friday, 29th October	Thursday, 4th November
"NOVA SCOTIA"	Tuesday, 16th November	Monday, 22nd November
"NEWFOUNDLAND"	Friday, 3rd December	Thursday, 9th December
"NOVA SCOTIA"	Tuesday, 28th December	Monday, 3rd January, 1938

Postmasters should take the necessary steps to keep the public informed of the latest date and time of posting at their Offices for connexion with the direct despatches from St. John's by the above mentioned steamers.

Parcel Divisions

The Parcel Post work in St. John's is now done in a building separate from the General Post Office and it is essential therefore, in order to avoid a great deal of unnecessary transport work between the two buildings that the larger Outport Offices and the Travelling Post Offices should, when making up parcel despatches for the capital, make up separate bags for the three divisions: "Foreign," "Local" and "City," provided there are as many as five parcels for each division. The

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separate bags should be distinctly labelled with the names of the respective divisions. It should be understood, of course, that "Local" parcels mean parcels addressed to all places in Newfoundland, except St. John's. When there are insufficient foreign parcels to make up a separate bag, foreign parcels should be included with the local parcels and the bag labelled "Mixed Parcels."

Post Office Boxes, G. P. O., St. John's

The following Post Office Boxes at the General Post Office were rented during the week ended 23rd January:—

Number 2088, Block 6, Mrs. E. G. Coyell, 72 Bond Street, St. John's.

Number 2089, Block 6, W. H. Trask, Jr., 73 St. Clare's Avenue, St. John's.

Number 382, Block 2, Theatre Supply Company, Patrick Street, St. John's.

The Offices of Grand Falls, Corner Brook, North Sydney, the T.P.Os., should add the above particulars to the lists which they maintain for the purpose of sub-sorting correspondence for St. John's City.

Winter Courier Services

Several Offices have written to the Director of Postal Services requesting that the day for the weekly despatch of mails from St. John's to distribution points be changed from Monday to Friday.

The winter courier services have been arranged to afford the greatest advantage to the largest number of Offices and although in a few isolated cases it would appear as though the change from Monday to Friday would be beneficial, the Department cannot consider any alteration in favour of one Office if the service at other Offices on the route would be adversely affected. This particularly applies to routes which work in conjunction with several connecting courier services.

In only one case has the change from Monday to Friday been made and in that case only one Office was affected.

Foreign Mails

Correspondence for Canada, the U. S. A. and American countries generally will be accepted at the General Post Office, St. John's, up to 3.30 p.m. for despatch same day, on Thursday, the 28th January. Delivery should be effected in Montreal and New York on or about Monday, the 1st February.

Correspondence for Great Britain and Transatlantic countries will be despatched by the S.S. "Nova Scotia" due to sail from St. John's on Friday, the 29th January. The time of acceptance at the General Post Office will depend upon the time of sailing. Delivery should be effected in Great Britain on or about the 5th February.

Letters and postcards only, fully prepaid for Great Britain, Canada, the U. S. A. and foreign countries generally will be accepted up to 11 a.m. on Saturday, the 30th January, for despatch same day by the S.S. "Belle Isle." The mails for Great Britain and Transatlantic countries despatched by this service are due to connect with the S.S. "Berengaria" scheduled to sail from New York on the 3rd February and should therefore, be endorsed "Via New York." They should be included in the Boston bag made up in the usual divisional bundles. Delivery should be effected in Great Britain on or about the 9th February and in Montreal and New York on or about the 3rd February.

Correspondence for Great Britain, Canada, the U. S. A. and Foreign Countries generally will be accepted at the General Post Office, St. John's, up to 3.30 p.m. for despatch same day, on Monday, the 1st February. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic countries will connect at Halifax with the S.S. "Duchess of Atholl" due to sail on Saturday, the 6th February. Delivery should be effected in Great Britain on or about the 15th February.

STORES

A supply of Cashier's Registered Envelopes (Form 615) has been forwarded to all Offices. Postmasters should see that this envelope is used for remittances only. The address is printed in red.

Accounts will continue to be forwarded in the envelopes printed in black and addressed to the Accounts Branch, General Post Office, St. John's.

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TELEGRAPHS

Money Transfers by Telegraph

The following rules will in future apply to Money Transfer Telegrams, correcting Secretary's Circular No. 35:—

- (a) The order to pay money, including the order number, will be charged for at the basic rate of 25 cents, irrespective of the number of words.
- (b) Any message embodied in the text, in addition to the order to pay section, and sent at the remitter's request, such as an order for goods, will be charged for at the normal rate of 2c. per word.
- (c) The telegram will bear a stroke check. The figure before the stroke, showing the number of chargeable words, and the number after the stroke, showing the actual words. The dollar sign counts as one word. For example:—

No. 6 Fogo, 14/19 P.M. St. John's—

"Order 1637,

Pay Tom Smith, 37 Prescott Street, five dollars, (\$5.00) account John Jones." Express one sack flour.

P.M.

- (d) The portion in the inverted comas is the order to pay section and is counted in the chargeable words as ten (cost 25c.) although actually there are fifteen words.
- (e) The private message section (four words) is charged for at the rate of 2 cents per word, making 14 chargeable words and 19 actual words in the telegram which will cost the sender 33 cents.

The foregoing instructions do not alter any section of the Circular No. 35, except in the matter of counting and checking. In all other respects the instructions given in the Circular No. 35 must be strictly adhered to.

Telephones Irregularly Connected to the Department's Lines

Telephones have in the past been connected to the Department's Telephone lines by private individuals without authority from this Office.

Any interference with the Department's system in this way must be reported to the Director of Telegraphs without delay, giving full particulars.

ACCOUNTS

Remittances to Head Office

It is observed that many Postmasters are forwarding cash to the Cashier, General Post Office, St. John's, without using the proper Remittance Form provided.

Postmasters when making remittances are hereby warned that unless the proper Remittance Form is used showing all the necessary particulars such as the name of the Office, date, amount of cash remitted and signature of the Postmaster (not initials) the cash will be held in suspense until a claim is received from the Postmaster concerned.

Postmasters who have not the Remittance Forms in stock should send a requisition to the Controller of Stores.

Error Notices

Postmasters are reminded that error notices sent to their Offices must be taken into account at once, and entered in their Account Books in accordance with the instructions printed on the notice. The amount of the error notice should be shown on the statements prepared for the Head Office, together with the number of the error notice. An error notice should be kept on file by the Postmaster and not returned to the Head Office.

Telegrams to Government Departments

Postmasters are reminded that all telegrams sent by individuals to the Department of Public Health and Welfare must be paid for in advance, except those sent by Officials of that Department such as Relief Commissioners, Medical Health Officers and Relief Inspectors.

Money Orders

Postmasters are not listing Canadian and U. S. A. Money Orders in sufficient detail on the Paid Sheets.

The Paid Sheet should show (a) the number appearing in the **right-hand** top corner of the Money Order; (b) the name of the issuing Office in full exactly as shown on the Money Order. The following is an example of how the Paid Sheet should be prepared.

Date	M.O No.	Issuing Office	Amount	Nfld.	Canada	U.S.A.	Great Britain and Foreign Countries
1937			\$	\$	\$	\$	\$
4.Jan.	481479	Boston, Jamaica, Plains Station, Mass., U.S.A. . .	10.00	10.00
6.Jan.	04749	Toronto, (S u b-Office No. 79) Ont., Canada ...	5.00	5.00

The totals of the Paid Sheet must be shown on the bottom line and not in the middle of the sheet.

The date of payment must be shown clearly on every Money Order paid, and the paying Official must sign his name on the order.

Postal Notes paid must be treated as Money Orders and must not be included in cash remittances to the Bank or to the Cashier at the Head Office.

Stolen United States Postal Money Order Forms

The following U. S. A. Money Order Forms have been reported stolen:—

Cooper Creek, Ariz. Nos. 15001 to 15200 inclusive
 College Springs, Iowa Nos. 51801 to 52000 inclusive
 Vannoy, N.C. Nos. 2474 to 2500 inclusive

The above United States Money Orders if presented at a Newfoundland Office must not be paid. Postmasters and other Officers should follow the instructions given on page 31 of the Post Office Circular of the 7th January.

POST OFFICE



CIRCULAR.

THURSDAY, 4th FEBRUARY, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

OBITUARY

The Department regrets to announce that the death occurred on the 30th January, 1937, of Miss Mary Coady, the Postmistress of Riverhead, Harbour Grace. Miss Coady had been Postmistress for 42 years.

APPOINTMENTS

St. John's ... Mr. Cecil Cochrane to be Telegraph Messenger as from the 1st February.
 St. John's ... Mr. Thos. Godden to be Telegraph Messenger as from the 1st February.
 Lomond ... Mr. S. Dicks, formerly Postmaster of Cape LaHune, to be Postmaster as from the 1st February.
 Cape LaHune ... Miss Gladys M. Edwards, Postmistress of Lawn, appointed Postmistress of Cape LaHune.
 Benoit's Cove ... Miss Francis Dormody, Postmistress, whose resignation was advertised in the Post Office Circular of the 14th January, has since withdrawn her resignation.

RESIGNATIONS

St. John's ... Mr. Eric Edgecombe, Telegraph Messenger, as from the 31st January.
 Quirpon ... Miss Irene Patey, Postmistress, as from the 28th February.

VACANCIES

Lawn ... Postmaster; already vacant. Salary \$96 per annum. Vacancy will be advertised locally; applications close 23rd February.
 Riverhead, Harbour Grace ... Postmaster; already vacant; salary \$84 per annum. Vacancy will be advertised locally. Applications close 23rd February.
 Quirpon ... Postmaster, as from the 28th February; salary \$60 per annum. Vacancy will be advertised locally; applications close 23rd February.

NOTICE

The Staff should refrain from submitting their applications for advertised appointments unless they are prepared to accept unconditionally the appointment if offered to them. A great deal of inconvenience has been caused recently by candidates whose applications have been favourably considered and who after being offered promotion have replied that they will accept provided a nominee of their own choosing, usually a relative, is offered the post they would be leaving. Any representations such as this will be ignored and the Officer guilty of the irregularity will find that the circumstances will be taken into account in considering any future applications he may submit for promotion.

Registered Mail to Great Britain and Other European Countries

Under present arrangements registered mail for Great Britain and Transatlantic countries, the registered correspondence for which circulates Via Great Britain, is despatched from one point only in Newfoundland, viz:—St. John's. As this arrangement is the cause of considerable delay on occasions to registered correspondence posted in the Outports, it has been decided that as from the 1st February the Port-aux-Basques—North Sydney T.P.O. (S.S. "CARIBOU") will also make up registered despatches for Great Britain.

As from that date, therefore, all offices on or in connexion with the main line railway, and the Mail Clerks on the Branch Line T.P.O.'s, should despatch registered mail for Great Britain and Transatlantic countries to the Main Line T.P.O. whether West-bound to Port-aux-Basques or East-bound to St. John's. When, however, there is a despatch to Great Britain by direct boat from St. John's (for this information see page 41 of last week's Post Office Circular) registered mail for Great Britain should not be despatched to the West-bound Express.

The Main Line T.P.O. will transfer all registered mail for Great Britain by hand-to-hand check to the Mail Clerk of the S.S. "CARIBOU" who will make up a registered bag, with bill enclosed, for England, which will be transferred under signature to the Canadian Postal Authorities at North Sydney.

Mail Matter for Points in Canadian Labrador

Postmasters should note that mail matter of all classes for delivery at points in Canadian Labrador from Blanc Sablon West inclusive, should bear Postages appropriate to articles addressed for delivery in any part of Canada. Letters and Papers should be despatched for connexion with No. 1 Express train from St. John's on Monday and Thursday for courier connexions via Quebec. Parcels are to be sent to St. John's for Foreign Parcel Post Despatch. Each Parcel should have affixed the regular Customs Declaration Form, showing the contents and Declared Value.

The principal points in Canadian Labrador reached via Blanc Sablon are:—

Blanc Sablon
Bonne Esperance
Brador Bay
Harrington
Mutton Bay
Saguenay

Correspondence and parcels addressed to places in Newfoundland, Labrador, which are reached via Blanc Sablon, should be charged postage at the appropriate inland rates.

Foreign Mails

Correspondence for Great Britain, Canada, the U.S.A. and Foreign countries generally will be accepted at the General Post Office, St. John's, up to 3.30 p.m. for despatch same day on Thursday the 4th February. Delivery should be effected in Montreal and New York on or about Monday, the 8th February. Correspondence for Great Britain and Transatlantic countries will connect with the S.S. "Lancastria" due to sail from Halifax on the 7th February. Delivery should be effected in Great Britain on or about the 16th February.

Letters and postcards only, fully prepaid for Great Britain, Canada, the U.S.A. and Foreign countries generally will be accepted up to 11 a.m. on Saturday for despatch same day by the S.S. "Fort Amherst." Delivery should be effected in Montreal and New York on or about Wednesday, the 10th February. Correspondence for Great Britain and Transatlantic countries despatched by this route is due to connect with the S.S. "Europa" scheduled to sail from New York on the 10th February and should therefore, be endorsed "Via New York." They should be included in the Boston Bag made up in the usual divisional bundles. Delivery should be effected in Great Britain on or about the 16th February.

Parcel Mails for the U. S. A. for despatch by the S.S. "Fort Amherst" will be accepted at the Parcel Depot up to 11 a.m. on Saturday, the 6th February.

Correspondence for Great Britain, Canada, the U.S.A. and Foreign countries generally will be accepted at the General Post Office, St. John's, up to 3.30 p.m. for despatch same day, on Monday, the 8th February. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic countries will connect with

the S.S. "Duchess of Bedford" due to sail from Halifax on Saturday, the 13th February. Delivery should be effected in Great Britain on or about the 22nd February.

Parcel Post to Spain and Spanish Possessions

The British Post Office has issued a notice to the effect that the parcel post service with the Canary Islands has been resumed. The parcel post service to Spain, Spanish Morocco (except British Agencies) and Spanish Guinea is still suspended.

Air Mail Services in Europe

The British Post Office has issued a notice to the effect that the air mail services from England to Spain (except Barcelona and Catalonia) and Portugal are temporarily suspended. The air mail service to the Canary Islands has been resumed.

STORES

The Controller of Stores reports that requisitions are being received in his Department which cannot be identified because the Postmasters have failed to fill in the names of their Offices on the Requisition Forms or sign the Forms or even to indicate the names of their Offices by date-stamping the envelopes containing the Requisition Forms. Any Postmaster who has made a requisition for stores and has failed to receive same can probably place the responsibility upon his own shoulders for disregarding these elementary particulars. He should forthwith make a fresh requisition and should adhere to the instructions given on page 38 of the Post Office Circular of the 21st January.

TELEGRAPHS

Line Repairers

Postmasters should see that line repairers or hired men, when they are ordered out on a line, carry a few insulators and brackets, or pins in the case of lines which are supported on cross-arms. It is evident from the number of insulators replaced by the annual repair crews on some sections that very few, if any, insulators are replaced during the rest of the year.

Greetings Services

There is reason to suppose that many Postmasters did not take the trouble to make the public aware of the special Greetings Services which were in force at Christmas and the New Year and that a considerable amount of business was lost which might otherwise have been obtained. Full particulars of the services available were advertised in the Post Office Circular and it was the duty of all Postmasters at Telegraph Offices to read these instructions and to ensure that the services received all the necessary publicity in their settlements. Postmasters should bear this matter in mind in connexion with the Greetings Service which it is proposed to offer at Easter.

Greetings Forms and Envelopes

The special greetings envelopes which were supplied to all telegraph Offices for the Christmas and New Year Greetings Services is a standard envelope which will be used for all Greetings Services. The stocks which were left over from the supply sent before Christmas should be put away carefully for future use.

Any stocks of the special Christmas Greetings Forms which were not used should be replaced in the strong envelopes in which they were sent to Postmasters and kept neat and clean for a future occasion.

ACCOUNTS

Requisitions for Postage Stamps

Postmasters should see that their stocks of Postage Stamps do not get too low before ordering a fresh supply. Many Postmasters are not sufficiently careful in this respect and leave their

requisitions until the last minute, expecting that the order will be executed by the first return mail, invariably. It sometimes happens that this is impracticable and that considerable inconvenience is thereby occasioned in the Outport Offices. All requisitions are dealt with as expeditiously as possible in the Stamp Department at St. John's, but Postmasters should send in their requisitions in good time so as to ensure that the mail connexions will permit of the new supply reaching their Offices well in advance of the old supplies being sold out.

Errors in Stamp Remittances

Postmasters must open and check stamp remittances as soon as possible after receipt at their Offices. The checking should be done whenever practicable in the presence of a second officer. If there is any discrepancy between the value of the stamps received and the amounts shown on the remittance form, the Head Postmaster of St. John's should be notified by wire immediately. A report giving full particulars should be forwarded by first post to the Head Postmaster of St. John's, together with the requisition form and the envelope or other wrapping in which the stamps were received.

Telegraph Remittances

Postmasters are reminded that the use of the Monthly Statement of Telegraph Revenue (Form T.18) has been discontinued. The General Remittance Form is to be used for Telegraph Remittances. Government Department Bills are to be shown on and attached to the "Report of Telegraph and Phonogram Business" (Form 1017). They should not be shown on or attached to the Remittance Form.

Money Orders

Postmasters are reminded that the name and address of the payee of Money Orders issued on Great Britain and other European countries must be shown on the Coupon-Advice in block letters.

Stolen United States Postal Money Order Forms

The following U. S. A. Money Order Forms have been reported stolen:—

Lakeland (Station 3) Florida	Nos. 8115 to 8200 inclusive
Swearingen, Texas	Nos. 21264 to 21400 inclusive

The above United States Money Orders, if presented at a Newfoundland Office, must not be paid. Postmasters and other Officers should follow the instructions given on page 31 of the Post Office Circular of the 7th January.

POST OFFICE



CIRCULAR.

THURSDAY, 11th FEBRUARY, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

DISTRIBUTION OF POST OFFICE CIRCULAR

Beginning with the issue of the Post Office Circular of February 4th two circulars will be sent to Money Order Telegraph Offices only and one to Money Order non-Telegraph Offices and all other Post Offices and Telephone Offices.

MAIL CONTRACTORS AND POSTMASTERS

Section 2 of Mail Courier's contracts reads:—"Upon receipt of a notice in writing of any defect or deficiency with respect to the conveyance used for the carriage of mails the Contractor shall remedy such defect or deficiency immediately."

It is the duty of the Postmaster of the Office from which the Courier operates to see that the conveyance used is suitable for the service, and if any defect or deficiency is noted, the Courier should be requested to remedy it. If he declines to do so a report should be sent to the Director of Postal Services.

Bonne Bay, Flower's Cove, St. Anthony Courier Services. Postmasters should direct the attention of the Couriers on this route to Section 6 of their contracts. Failure to make connexions both inward and outward on this route will delay mails from ten to twenty days.

Offices along this route should notify each other by telegraph in proper course of the arrival and departure of the Couriers.

WRITTEN COMMUNICATIONS

It has come to the notice of the Department that written communications in unsealed envelopes have been accepted at a postage rate of one cent for each four ounces. This is contrary to Postal Regulations. A written communication, whether sealed or unsealed, is subject to full letter postage.

Bills, receipts, etc., are personal communications and are also subject to full letter postage, whether sealed or unsealed.

TYING BUNDLES OF LETTERS

The manner in which letters are tied in bundles by certain offices is very unsatisfactory. It frequently happens that, owing to insecure tying, letters are received loose in bags at St. John's and by the T.P.O.'s, with the result that the expeditious handling of the mails is interfered with and there is a greater risk of letters failing to make due connexions.

All officers, especially those which have been guilty of this irregularity in the past, should take due note of this matter for their future guidance.

LETTERS CONTAINING MONEY IN THE FORM OF COIN OR PAPER CURRENCY

Postmasters are reminded that all letters, containing money in the form of coin or paper currency, must be registered, and whenever necessary Postmasters should inform the public to this effect. It frequently happens that letters of this description are received by the T.P.O.'s and at the General Post Office, St. John's, unregistered, and there is reason to believe that certain Out-port Offices accept such letters from the public with the knowledge that they contain money and yet do not insist upon registration. In these cases the Postmaster should inform the sender of the necessity for registration, and if he or she fails to take advantage of the protection afforded it is the

duty of the Postmaster to register the letter and tax it for the amount of the registration fee of five cents for inland registration.

Letters containing coin may be accepted for inland registration, provided the coin is seen wrapped. They cannot, however, be accepted for foreign registration.

POST OFFICE BOXES, G. P. O. ST. JOHN'S

The following Post Office Boxes at the General Post Office were rented during the week ending 6th February, 1937:

Number 503, Block 2, L. Knight and Family, Pennywell Road, St. John's.

Number 2093, Block 6, J. K. Saunders, 32 Queen's Road, St. John's.

Number 638, Block 5, Gus Winter, 248 Water Street, St. John's.

The following Box was closed:—

Number 503, Block 2, Imperial Oil Company, St. John's.

The offices at Grand Falls, Corner Brook, North Sydney and the T.P.O's, should add the above particulars to the lists which they maintain for the purpose of sub-sorting correspondence for St. John's City.

STATISTICAL PERIOD

Despite the instructions given in Secretary's Circular of the 8th October, 1936, and reminder which appeared on Page 7 of the Post Office Circular of the 26th November, a considerable number of Postmasters, particularly those in charge of Telephone Offices, failed to make any statistical returns. Also many Postmasters have been exceedingly lax in sending back Statistical Forms which were sent to them for correction.

For those offices, which have failed to make returns, it will be necessary to compile the information as far as possible from Headquarters records. Postmasters to whom the returns have been sent back for correction should attend to the matter immediately and return the papers to the Officer in charge of Statistics, General Post Office, St. John's.

Foreign Mails

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m., for despatch same day, on Thursday, the 11th February. Delivery should be effected in Montreal and New York on or about Monday, the 15th February. Correspondence for Great Britain and Transatlantic countries will connect with the S.S. "MONTCLARE" due to sail from Halifax on the 20th February. Delivery should be made in Great Britain on or about the 1st March. Letters only endorsed "Via New York" will be forwarded to New York for connexion with the S.S. "BREMEN" due to sail on the 20th February. Delivery should be effected in Great Britain on or about the 27th February.

Letters and postcards only, fully prepaid, for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 11 a.m. on Saturday, the 13th February, for despatch same day, by the S.S. "BELLE ISLE." Delivery should be effected in Montreal and New York on or about Wednesday, the 17th February.

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. for despatch same day, on Monday, the 15th February. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic countries should also connect with the S.S. "MONTCLARE" sailing from Halifax on the 20th February. Letters only, specially endorsed "Via New York" will be forwarded to New York for connexion with the S.S. "BREMEN" sailing from New York on the 20th February.

There are no sailings of Transatlantic Mail Steamers available for the mails of this Administration other than the S.S. "DUCHESS OF BEDFORD" sailing from Halifax on the 13th February, the S.S. "BREMEN" from New York on the 20th February and the S.S. "MONTCLARE" from Halifax on the 20th February.

The despatch of letter and parcel mails by the S.S. "FORT AMHERST" advertised in last week's Post Office Circular as due to be made on the 6th February was delayed until the 8th February owing to ice conditions in the Harbour of St. John's. The parcel mails were despatched by the "FORT AMHERST" on the 8th February. The letter mails were transferred to the Express despatch from St. John's on the 8th February.

Phono-Telegram Service

In June 1936 the rate for Phono-Telegrams was reduced to 15 cents for ten words and 1 cent for each additional word in order to encourage the public in a more general use of the Phono-Telegram Service.

Since then the increase in the number of Phono-Telegrams has been but slight and it is felt that either full advantage is not being taken of the service or that considerable free service is being given by Telephone Attendants who pass verbal messages free of charge.

It should be unnecessary to remind Telephone-Attendants that the practice of giving free telephone service to the prejudice of the public revenue is strictly forbidden. A Phono-Telegram should be dealt with in the same way as an ordinary Telegram. It should be written on a telegraph form by the sender, counter-checked, charged for and transmitted by the Attendant, copied on the proper telegraph receiving form at the receiving office, enclosed in an envelope and delivered. Telephone Attendants who require advice in any matter in connexion with the Phono-Telegram Service should consult their controlling Offices.

Controlling Offices should, whenever practicable, exercise supervision over the Telephone Offices on their circuits and should see that all Phono-Telegrams are recorded at the close of the day's business. If they suspect that free service is being given by any Telephone-Attendant under their control they should report the circumstances to the Director of Telegraphs.

Annual Traffic Statement

The annual traffic statement recently compiled shows that there were 7507 phono-telegrams sent as against 6816 received. As this is an internal service the sent and received figures should be the same.

Another discrepancy was discovered in the reports sent in by the controlling Offices in respect of telegrams repeated for the Telephone Offices on their circuits. The figures do not balance evenly with those given by the individual Telephone Offices. These errors led to the despatch of a considerable number of service telegrams by the checking department at Headquarters in order to obtain correct figures.

The controlling Telegraph Offices must compare their statements daily with the records at the Telephone Offices on their circuits in order to ensure that the statements are correct before sending the information to Headquarters.

ACCOUNTS

Non-Money Order Offices

The attention of Postmasters at Non-Money Order Offices is drawn to Accounting Circular No. C1, paragraph B, sections 1, 2, 3, 4 and 5. Contrary to the instructions contained in that Circular Postmasters continue to make the following errors:—

- (a) remit cash without enclosing remittance slips;
- (b) tear out numbered pages of their Account Books and forward them as monthly statements;
- (c) forward obsolete Accounting Statements;
- (d) make their monthly statements out in such a manner that they are unintelligible.

Postmasters at Non-Money Order Offices are enjoined to read Accounting Circular No. C1. very carefully and to act upon the instructions contained therein.

Commission on Money Orders

Postmasters are reminded that Commission on Money Orders drawn on Great Britain as shown on page 40 of the Post Office Circular of the 21st January 1937 applies to all Money Orders issued in Sterling (£.s.d.) that is to Money Orders issued on Great Britain and all Foreign countries, except Canada, the U. S. A. and Jamaica.

Requisitions for Money Orders

Postmasters should see that any person desiring to purchase a Money Order is given a Money Order Application Form to fill in. A stock of these forms should be kept at every Money Order Office. After the Money Order has been issued the Money Order Application Form should be filed at the Office for ready reference.

Postage Stamps

Postmasters are reminded that they are required to keep within the stamp credit set down for their Offices. If any Postmaster considers this stamp credit is insufficient he should make application to the Chief Accountant, General Post Office, St. John's, for an increase, giving the reasons for his application.

Report on Telegraph Business

The attention of Postmasters in charge of Telegraph Offices is drawn to the last section of paragraph B7 on page 3 of Accounting Circular B1, "Telegraph Business," which reads:—

"The remaining work to be done on the REPORT is to list on a sheet of plain paper any amounts owing to you for Telegrams or Phonograms and write the total of them in the space on the face of the REPORT called 'Charge Accounts Unpaid.' Attach this list to the REPORT, sign and date it and send it to the Chief Accountant. Note: This total of "Charge Accounts Unpaid" will, if your figures are correct, agree with the amount of the "Balance to the next Account."

The following Offices have neglected to attach the required list to their Reports for the month of January:—

Arnolds Cove Station
Branch
Belleoram
Bay L'Argent
Bishop's Falls
Bonavista
Cape Broyle
Corner Brook
Campbellton

Dunville
Englee
Flat Islands, P.B.
Heart's Content
Northern Bay
Port au Port
Princeton
Seal Cove
St. Kyrans

The amounts outstanding should be listed on a separate sheet of paper, not on the back of the Report.

Stolen United States Postal Money Order Forms

The following U. S. A. Money Order Forms have been reported stolen:—

Decatur, Ill (Sta. 6) ... Nos. 84474 to 84600 inclusive

The above United States Money Orders if presented at a Newfoundland Office, must not be paid. Postmasters and other Officers should follow the instructions given on page 31 of the Post Office Circular of the 7th January.

Details of the above Money Orders and those noted as lost or stolen of the Canadian or United States Services on pages 31, 35, and 44 of previous issues of the Post Office Circular, should be listed on a separate sheet of paper which should be kept at hand for reference whenever a Canadian or United States Money Order is presented for payment.

POST OFFICE



CIRCULAR.

THURSDAY, 18th FEBRUARY, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

JUBILEE GUILDS

Last year the Post Office contributed a total of \$68 to the funds of the Jubilee Guilds of Newfoundland and Labrador. The membership fee was fixed at \$1.00 and the contributions were confined to the Staff in St. John's.

This year, in order to attract more members, the membership fee has been reduced to 50 cents and it is hoped that this reduction will be more than compensated by an increase in the number of Post Office contributors.

The Staff in the Outports are no doubt familiar with the excellent work which the Guilds are doing and it is probable that many of the Staff who can afford the annual subscription of 50 cents will welcome this opportunity of becoming members.

If any of the Staff who would like to become members will write to the Chief Accountant, General Post Office, St. John's, arrangements will be made for the membership fee to be deducted from their salaries and paid into the funds of the Guilds. A membership card will be sent to each contributor.

APPOINTMENTS

Springdale Miss Flossie Wells to be Messenger-Assistant as from the 5th December, 1936.

FOREIGN MAILS

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. for despatch same day, on Thursday, the 18th February. Delivery should be effected in Montreal and New York on or about Monday, the 22nd February.

Mails for Great Britain and Transatlantic countries will be despatched by the S.S. "Newfoundland" due to sail from St. John's for Liverpool on the 19th February. Delivery should be effected in Great Britain on or about the 27th February.

Letters and postcards only, fully prepaid, for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 11 a.m. on Saturday the 20th February, for despatch same day by the S.S. "FORT AMHERST." Delivery should be effected in Montreal and New York on or about Wednesday, the 24th February. Letters and postcards for Great Britain and Transatlantic countries despatched by this route should be endorsed "Via New York" and connexion is due to be made with the S.S. "QUEEN MARY" sailing from New York on the 24th February and arriving at Southampton on the 1st March.

Parcel mails for the U. S. A. for despatch by the S.S. "FORT AMHERST" will be accepted at the Parcel Depot up to 11 a.m. on Saturday, the 20th February.

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m., for despatch same day, on Monday, the 22nd February. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic Countries will connect with the S.S. "DUCHESS OF YORK" due to sail from Halifax on the 27th February, but letters only specially endorsed "Via New York" will be sent on to New York to connect with the S.S. "EUROPA" due to sail on the 27th February. Correspondence connecting with the S.S. "DUCHESS OF YORK" should be delivered in England on or about the 8th March, and letters only which connect with the S.S. "EUROPA" on or about the 5th March.

TELEGRAPHS

Easter Greetings Service

A special Greetings Service by telegram will be introduced for the inland service during the forthcoming Easter. The rules governing the Christmas and New Year Greetings services as shown on page 11 of the Post Office Circular of the 3rd December 1936, will apply to Easter Service.

Greetings Messages of fixed texts, the list of which is given below, will be accepted at a special rate of 15 cents from the 22nd to the 30th March inclusive. At Offices where there is a typewriter, the received messages must be neatly written in ink. For transmission purposes the Greetings messages will consist of the name and address of the addressee and the number of the message.

Greetings Messages are not to bear any date and must all be accounted for on the last day of the period (30th March), irrespective of the date on which they were handed in or transmitted.

Decorative forms and envelopes will be mailed in time for the Easter service. They will not be sent to all Telephone Offices, but an extra supply will be sent to the Controlling Offices which should send them to the Telephone Offices on the circuits as required.

If there is any doubt about a Telephone Office giving good service, the Controlling Office should, if the mail connexions are convenient, send the Greeting Message by post enclosed in the special envelope. Any Greetings Messages sent in this way must not be date-stamped or marked in any way by postal Officials.

Postmasters should exhibit the following notice and the list of fixed texts in a prominent place in their Offices for the information of the public. One of the decorative forms and a greetings envelope should also be exhibited.

NOTICE

Easter Greetings Service

The Department of Posts and Telegraphs wishes to announce that it is introducing a special Easter Greetings Service by telegraph at the reduced rate of 15 cents. The service will apply to all telegraph Offices in Newfoundland, and will operate from the 22nd to the 30th March inclusive.

Greetings Messages will be delivered to the addressee on a decorated form designed to give the effect of an Easter Card and will be enclosed in an ornamental Greetings Envelope.

In order to send a Greetings Message at the reduced rate all you have to do is write the name and address of the addressee on an ordinary telegraph form and the number of the message you wish to select from the list below. You may if you wish use your own wording but in that case the usual rate of 25 cents for ten text words will apply. In any case the messages will be delivered with the special forms and envelopes.

The Department hopes that the Greetings Service will be widely used by the public especially for those places where the relative slowness of the winter courier services and the lack of appropriate cards has hitherto proved a drawback to the interchange of Easter Greetings.

Select your Message by number from the following list:—

1. Sincere good wishes for a Happy Easter.
2. Best Wishes to you and yours for a Happy Easter.
3. All join in best wishes for a Happy Easter to you and your family.
4. Love and best wishes for a Happy Easter from all at home.
5. Love and best wishes for a Happy Easter to all at home.
6. Love and best wishes for a Happy Easter.
7. At this Happy Eastertime we send you joyous greetings.
8. Best wishes, may your Easter be bright with renewed hopes.

Suggested Replies to the Above:

9. Thanks for Greetings. May the benediction of Easter be yours.
10. Thanks for Greetings. Best love to you all.
11. Thanks for Greetings. Best love from us all.
12. Thanks for Greetings which are heartily reciprocated.

ACCOUNTING

Telegraphed Money Orders

Rule 56 of the Money Order Rules states that:—

56. Immediately a Money Order is telegraphed a regular Money Order and Advice must be issued and forwarded to the Head Office, St. John's. Both Money Order and Advice must be marked "Telegraphed Order." The order and advice must be issued on the office to which the order is telegraphed.

Many Postmasters have not been carrying out these instructions. In some cases Postmasters have given the Money Order and Advice to the remitter with the result that the payee has obtained double payment.

As from the date of receipt of this Circular Postmasters will be expected to observe the following points, in connexion with telegraphed Money Orders, very carefully:

- (1) the words "Telegraphed Order" must be written across the face of the Money Order and the Advice.
- (2) the Money Order and Advice must be forwarded to the Chief Accountant, General Post Office, St. John's, and in no circumstances should they be handed to the remitter.

Postmasters, who fail to observe these instructions, will be held liable to make good any losses which might fall on the Department through their negligence.

Money Orders. Sterling Rate of Exchange

As from the 1st March next the sterling rate of exchange for MONEY ORDERS drawn upon Great Britain, for payment in Great Britain, Northern Ireland and other countries, except Canada and the U. S. A., will be reduced from \$5 to \$4.95.

Exchange tables for conversion of Newfoundland currency into Sterling have been mailed to all Money Order Offices.

The following Tables are to be used as from 1st March:—

Table F—For Issuing.

Table E—For Paying.

Special care must be taken to use the proper tables. Postmasters who make errors in the conversion of Newfoundland currency into Sterling, and vice versa, will be held liable to make good any losses which might fall on the Department through their negligence.

The following is an example of how the tables should be used:—

Example—Money Order for Payment in Great Britain Required for £12.16.5.

Table F. £10. in Newfoundland Currency	= \$49.50
£ 2. in Newfoundland Currency	= 9.90
16/ in Newfoundland Currency	= 3.96
5d in Newfoundland Currency	= 10
Commission on £10 Newfoundland Currency ...	= 49
Commission on £2.16.5 Newfoundland Currency .	= 25

Total Cost of Money Order	\$64.20
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One Money Order may be drawn upon Great Britain for as much as £40.

List of Money Order Offices in Newfoundland and Newfoundland Labrador

Aguathuna	Beaumont	Erig Bay	Burnside
Arnold's Cove*	Bell Island Mines	Brigus	Burnt Point, B.D.V.
Argentia*	Belleoram	Britannia	Campbellton
Avondale	Bellevue, T.B.	British Harbour	Cape Broyle
Badger	Bishop's Falls	Broad Cove, B.D.V.	Cape LaHunc, T.B.
Badger's Quay	Blaketown	Frooklyn	Cape Race
Eaine Harbour	Bloomfield	Brownsdale	Carbonear
Battle Harbour ‡	Bonavista	Buchans	Cape St. George
Bay Bulls	Bonne Bay	Burgo	Carmanville
Bay de Verde	Botwood	Burgoyne's Cove	Cartwright‡
Bay L'Argent	Bragg's Island	Burin North	Cartyville
Bay Roberts	Branch	Burlington	Catalina

Chance Cove East	Harbour Buffett	Monroe, T.B.	St. Brendan's
Change Islands	Harbour Deep	Moreton's Harbour	St. Bride's
Channel	Harbour Grace	Morrisville	St. David's
Charleston	Harbour Main	Mount Carmel	St. Eustace
Clareville	Harcourt	Musgrave Harbour	St. George's
Clarke's Beach	Hare Bay	Musgravetown	St. Jacques
Coachman's Cove	Harry's Harbour	New Bonaventure	ST. JOHN'S G. P. O.
Codroy	Haystack	Ney Harbour	ST. JOHN'S LAST
Conception Harbour	Heart's Content	Newman's Cove	END P.O.)
Conche	Heart's Delight	New Melbourne	St. John's West
Cook's Harbour	Hermitage	New Perlican	St. Jones Within
Coomb's Cove	Herring Neck	Newstead	St. Joseph's, Salmonier
Corner Brook	Hickman's Harbour	Newtown	St. Kyran's, P.B.
Cow Head	Hillview	Nipper's Harbour	St. Lawrence
Cupids	Hodge's Cove	Norris Arm*	St. Mary's
Curling	Holyrood	Norris Point	St. Shott's
Daniel's Harbour	Horse Islands	Northern Arm	St. Vincent's
Deep Bight	Horwood	Northern Bay	Sagona
Deer Lake	Howley	North Harbour, P.B.	Salmon Cove
Dildo	Indian Islands	Oderin	Salt Pans
Dunville	Ireland's Eye	Old Perlican	Salvage
Eastport	Jackson's Arm	Openhall	Sandy Point
Elliott's Cove	Jackson's Cove	Pacquet	Seal Cove, W.B.
Elliston	Jamestown	Parsons' Pond	Searston
Englee	Jeffrey's	Pass Island, T.B.	Seldom Come By
English Harbour, T.B.	Jersey Harbour	Petite Forte	Sound Island, P.B.
English Harbour West	Jersey Side, Placentia*	Petites	Southern Bay*
Epworth	Joe Batts Arm	Petty Harbour	Spaniard's Bay
Exploits	Keels, B.B.	Pilley's Island	Springdale
Fair Island	Kelligrews*	Pinchard's Island	Stephenville
Fermeuse	King's Cove	Placentia	Stephenville Crossing
Ferryland	King's Point	Point Leamington	Stones Cove
Flat Island, B.B.	Ladle Cove	Pool's Cove	Summerford
Flat Island, P.B.	Lady Cove	Pool's Island	Summerville
Flower's Cove	Lamaline	Port Anson	Sunnyside, T.B.
Fogo	Lapoile	Port Au Bras	Tack's Beach
Fortune	Lark Harbour	Port Au Choix	Terra Nova*
Fortune Harbour	LaScie	Port Au Port	Tilt Cove
Fox Harbour, P.B.	Laurenceton	Port Blandford*	Tilting
Francois, H.B.	Lawn	Port De Grave	Tizzard's Harbour
Freshwater	Leading Ticks West	Port Hope Simpson†	Topsail
Gambo	Lethbridge*	Port Rexton	Torbay
Gander Bay	Lewisporte	Port Saunders	Traytown
Garnish	Little Bay	Portugal Cove	Trepassey
Gaultois	Little Bay Islands	Port Union	Trinity
Glenwood*	Little Bay West	Pouch Cove	Trinity East
Glovertown	Little Heart's Ease	Princeton*	Triton West
Gooseberry Cove	Little Paradise	Pushthrough	Trout River
Grand Bank	Lomond	Ramea	Twillingate
Grand Bruit	Long Beach	Red Island, P.B.	Victoria Cove
Grand Falls	Loon Bay	Rencontre, F.B.	Victoria Village
Grand Falls Station	Lower Island Cove	Rencontre, H.B.	Wesleyville
Grate's Cove	Lumsden	Renews	Western Bay
Great Burin	Lush's Bight	Robert's Arm	Westport
Green's Harbour	Manuels	Rocky Harbour	Whitbourne
Grenspond	Marystown	Rose Blanche	Winterton
Groais Island	Morasheen	Round Harbour	Witless Bay
Griquet	Millertown	St. Alban's	Wood's Island
Hamnden, W.B.	Millertown Junction*	St. Andrew's	
Hant's Harbour	Milltown, H.B.	St. Anthony	
Harbour Breton	Milton	St. Bernard's	

The Offices marked with an asterisk are moving Offices only.

Newfoundland-Labrador Offices are marked †

POST OFFICE



CIRCULAR.

THURSDAY, 25th FEBRUARY, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENTS

Grand Falls Mr. Hubert Wells to be Letter-Carrier as from the 1st March.

MAILS

Correspondence for Department of Rural Reconstruction

Correspondence sent by the Managers or Accountants of Land Settlements to the Secretary of Rural Reconstruction will pass free of postage provided official envelopes are used franked with the initials of the sender.

Foreign Mails

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Thursday, the 25th February. Delivery should be effected in Montreal and New York on or about Monday, the 1st March. Correspondence for Great Britain and Transatlantic countries will connect with the S.S. "MONTCALM" due to sail from Halifax on the 6th March. Delivery should be effected in Great Britain on or about the 15th March. Letters for Great Britain and Transatlantic countries specially endorsed "Via New York" will be sent to New York for connexion with the S.S. "BERENGARIA" due to sail on the 3rd March and arrive at Southampton on the 9th March.

Letters and postcards only, fully prepaid, for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 11 a.m. on Saturday, the 27th February, for despatch same day by the S.S. "BELLE ISLE." Delivery should be effected in Montreal and New York on or about Wednesday, the 3rd March. Letters for Great Britain and Transatlantic countries in order to be despatched by this route should be endorsed "Via New York." Connexion is due to be made with the S.S. "BERENGARIA," provided the S.S. "BELLE ISLE" is not delayed in arriving at Halifax.

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (Late fee letters 4.15 p.m.) on Monday, the 1st March. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic countries will connect at Halifax with the S.S. "MONTCALM."

The despatch of letters and postcards, advertised last week to be made by the S.S. "FORT AMHERST" on Saturday, the 20th February, was cancelled owing to the fact that the ship was delayed in the harbour of St. John's by ice conditions. The mails for Canada and the U. S. A. were forwarded by the Express from St. John's on Monday, the 22nd February. The mails for Great Britain and Transatlantic countries which were endorsed via New York were also forwarded by the Express.

The despatch for Great Britain and Transatlantic countries, advertised last week to be made on the 22nd February via Halifax in connexion with the S.S. "DUCHESS OF YORK" sailing on the 27th February, was cancelled.

The mails were transferred to the S.S. "NEWFOUNDLAND" which was delayed in sailing from St. John's beyond her due date, the 19th February, owing to ice conditions.

TELEGRAPHS

Errors, Failures and Delays

For the month of January there were recorded 10 errors and 1 failure. The following Offices were involved:—

	Cases		Cases
St. John's	2	Harbour Buffett	2
Belleoram	2	Howley	1
Bonavista	1	Grand Lake	1
Channel	2	Piersonba	2
Deer Lake	2	St. Bendarans	1
		St. Jacques	2

Where the responsibility for an error cannot definitely be fixed the case is recorded against both the offices involved.

Although this shows a slight decrease as compared with the preceding month, in view of the heavy traffic handled in December, the number of errors in January is comparatively much larger than in December. There is room, therefore, for considerable improvement in the degree of accuracy shown by certain members of the Staff in the transmission of telegraph traffic and the Staff concerned should take the necessary steps to see that this improvement is made.

A recent error occurred in the transmission of the word "twentyfifty" which was received as "twentyfive". The mistake involved the sender in a heavy loss. Operators must repeat doubtful words and obtain confirmation of figures, numbers written in words, trade marks, etc.

Two fines of 50 cents each were imposed during the month, one on the Operator at Belleoram for a figure error and the other on the Operator at St. Bendarans for responsibility for a lost telegram.

Traffic

The total number of paid telegrams for January was 25098, of which 376 were sent by the priority service. The total for January, 1936, was 22,202.

The number of service messages for January was 4594 as compared with 6166 for January, 1936. Renewed attention is drawn to the necessity of using the service message system only in cases of emergency.

The public message service consisted of 8174 words, which was the equivalent of 545 ordinary telegrams on each of the ten circuits, or 5450 telegrams in all.

Acceptance of Telegrams on Sundays

Attention is called to the second paragraph of the notice headed "Delivery of mails to meet public requirements" on page 18 of the Post Office Circular of the 17th December, 1936.

This notice cancels the Telegraph instruction dated the 29th September, 1934, which indicates that only emergency traffic will be accepted on Sundays. In future ordinary telegrams will be accepted for transmission between 9 a.m. and 10 a.m. on Sundays but the words "Subject to delay" must be written on the telegram thus accepted and the sender informed that no guarantee can be given that the telegram will be delivered on the day of acceptance in view of the restricted hour of business on Sundays.

Telegrams handed in on Sundays will be numbered and accounted for in the business of the following day.

Special Telegraph Service on Sundays

In addition to the normal hours from 9 a.m. to 10 a.m. Telegraph Offices may be kept open at other times on Sundays or holidays at the request of members of the public provided:—

1. The request is made in good time the day before and the necessary information given as to the offices and times for which it is desired that the special attendance should be made.
2. The applicant undertakes to pay for the attendances of the Staff brought on specially at the rate of 50 cents per hour with a minimum of \$1.00 and a maximum of \$5.00 for the attendance of any one individual in one day. (Board minute No. 12 of the 4th October, 1935). The attendance of the Staff at the sending, receiving and repeating

Offices are calculated separately at these rates and the sums collected from applicant are paid to the Staff concerned.

3. The arrangements are confirmed by telegraph with the Director of Telegraphs, 4 day before the special attendances are required.

Only the telegraph traffic of the applicant or his correspondents is to be dealt with during the period of the special attendances. Telegrams from the general public must not be accepted at these times. Postmasters to whom applications are made for their Offices to be opened specially on Sundays or holidays should communicate by telegraph immediately with the Director of Telegraphs.

ACCOUNTING

Remittances on Money Order Account

As from the 1st March certain Post Offices in the vicinity of Grand Falls will remit on Money Order Account to the Bank of Montreal, Grand Falls, and certain offices in the vicinity of Corner Brook will remit to the Bank of Montreal, Corner Brook. As from that date all these offices will cease their present arrangements for remitting to the Bank of Montreal, St. John's.

The Offices concerned are as follows:—

- (1) To remit to the Bank of Montreal, Grand Falls:

Badger	Grand Falls
Bishop's Falls	Lewisporte
Botwood	Millertown
Buchans	

- (2) To remit to the Bank of Montreal, Corner Brook:

Corner Brook	Deer Lake
Curling	Howley

At the same time as they make up their remittances for the Bank of Montreal, either at Grand Falls or Corner Brook, these Offices will send an advice card (Form 1052) to the Chief Accountant, General Post Office, St. John's, showing the name of the office, the date of the remittance, the total amount of the remittance, the registered number under which it was sent and Postmaster's signature. These cards are in course of printing and will be forwarded to Postmasters by the 1st March.

Cheques included in remittances which, for any reason, cannot be accepted by the Bank of Montreal in Grand Falls or Corner Brook, will be passed by the Bank respectively to the Postmasters of those two offices, who will give cash in exchange for them and send them as a remittance to the Cashier, General Post Office, St. John's. Detailed instructions on this matter are being sent to the two Postmasters concerned. Postmasters should take particular care not to accept cheques from the public which are not properly endorsed or otherwise in order.

Lost Canadian Postal Money Order Forms

The following Canadian Money Order form is reported lost:—

St. Narcisse, P.Q. No. 1613-6400

The above order, if presented at a Newfoundland Money Order Office, must not be paid. Postmasters should follow the instructions given on Page 31 of the Post Office Circular of the 7th January.

Errors in Accounts

The following is a list of Offices with the number of errors in the money order service, the officials at these Offices have been responsible for during the month of January.

There is no reasonable excuse for most of these errors. In many cases the same Offices appear in Post Office Circular dated 7th January. The most common types of errors are those shown on page 32 of the Post Office Circular of the 7th January.

The results for January are much worse than for the month of December. In December 1936 there were 156 errors for a total of 9702 Money Orders, an average of one error for every 62 Money Orders. In January there were 224 errors for a total of 8371 Money Orders, an average of one error for every 36 Money Orders.

The Officers who are blameworthy should give this matter serious consideration and should do all in their power, by a greater application to their work and more diligent reading and adhering to the instructions, to effect an improvement in the Money Order Service so far as their offices are concerned.

OFFICE	ERRORS	ORDERS ISSUED AND PAID DURING PERIOD WHEN ERRORS WERE MADE
Aguathuna	4	51
Argentia	4	54
Avondale	4	43
Bell Island Mines	6	663
Belleoram	5	101
Benavista	6	216
Brigus (Relief Official)	4	133
Brooklyn	4	21
Buchans	4	864
Burgeynes Cove	5	19
Burlington	4	50
Chance Cove	6	18
Corner Brook	5	1398
Curling	4	263
Elliston	4	65
English Hr. West	4	41
Fair Island	5	19
Fortune Harbour	6	78
Gaultois	5	67
Grand Bruit	4	37
Harcourt	4	27
Jacksons Arm	8	44
Kings Point	4	68
Ladle Cove	6	19
LaScie	5	56
Lawn	8	13
Little Bay	6	91
Lumsden	5	28
Milltown, T.B.	6	9
Monroe	6	29
Moretons Harbour	4	110
Musgrave Harbour	4	57
New Melbourne	5	18
Newstead	6	22
Norris Point	7	19
Little Paradise	6	24
Pilleys Island	13	91
Pools Cove	5	38
Port-au-Port	7	103
Rencontre West	4	41
St. John's General	5	3369
St. Jones Within	4	18
Summerford	4	63
Victoria Village	5	41
Winterton	4	62
Total	234	8371

List of Newfoundland Money Order Offices

Postmasters should make the following corrections in the list of Money Order Offices published in last week's Post Office Circular:

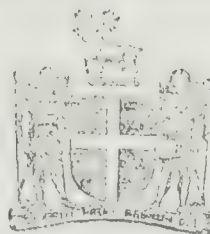
Cross Out

Insert

Pass Islands, T.B., should read

Burnt Point, B.I.V.
Burnt Islands, B. I. P.
Pass Islands, H. B.

POST OFFICE



CIRCULAR.

THURSDAY, 4th MARCH, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENTS

Lawn Miss Ivy Edwards to be Postmistress as from 1st March, 1937....
 Quirpon Miss Una Patey to be Postmistress as from 1st March, 1937.....
 Riverhead, Harbour Grace Mr. Henry Cody to be Postmaster as from 1st March, 1937
 Bishop's Falls Mr. Herbert Mitchell to be Messenger as from 1st March, 1937 ...

RESIGNATIONS

Upper Island Cove Mr. John W. Coombs, Postmaster, on the 31st March, 1937.
 Salary \$36.00 per annum. Applications close 23rd March, 1937. Advertised locally.

VACANCIES

Humbermouth Postmaster. Morse Telegraph qualifications not required. Salary \$240 per annum. Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to 23rd March, 1937. Postal Assistants, etc., should forward their applications through their immediate superior Officers. Applicants should state their names in full, date of birth, educational qualifications and Post Office experience, if any, whether married or single and the names of two persons to whom application may be made with reference to character. Applicants are forbidden to solicit outside aid in support of their applications. The successful applicant will be required to furnish a certificate of medical fitness and to provide accommodation for the Office free of cost to the Department.

Grand Falls Station Messenger. Salary \$120 per annum. Advertised locally.

Relief Officials

Whenever a relief Official is engaged the Postmaster should obtain the following information and send it to the Staff Clerk:—Name of relief Official in full; married or single; home address; date of birth and educational qualifications.

This information together with the periods of temporary service, will be kept on file and will be taken into consideration in connexion with any suitable vacancies which may arise.

MAILS

Courier Services

Heart's Content to Carbonear. Commencing on Thursday, the 4th March, the round trip from Heart's Content to Carbonear which has been made each Wednesday will be made on each Thursday until further notice.

Brownsdale to Heart's Content. Commencing on Friday, the 5th March, the round trip from Brownsdale to Heart's Content which has been made each Thursday will be made on each Friday until further notice.

Offices With Similar Names

Attention is drawn to the fact that there are a large number of cases of two or more Post Offices having the same or similar names, and whenever the opportunity arises therefore, it is the duty of Postmasters to bring this fact to the notice of the public and to impress upon them the need for correctly addressing their mail in order to avoid missending and delay. In these cases it is not sufficient for the address to contain only the name of the Office of destination; it should contain also the name of the Bay or the name of the Electoral District. The names of the following Offices showing the correct addresses should therefore be particularly noted:—

Burnt Islands	Bungo District
Burnt Islands	Bonavista Bay
Colliers Central	Harbour Main District
Colliers Riverhead	Harbour Main District
English Harbour	Trinity Bay
English Harbour West	Fortune Bay
Flat Islands	Placentia Bay
Flat Islands	Bonavista Bay
Frenchman's Cove	Bay of Islands
Frenchman's Cove	Fortune Bay
Goulds	Port de Grave District
Goulds	St. John's West District
Jackson's Arm	White Bay
Jackson's Cove	Notre Dame Bay
Lady Cove	Trinity Bay
Ladle Cove	Fogo District
Lally Cove	Fortune Bay
Little Bay	Notre Dame Bay
Little Bay East	Fortune Bay
Little Bay West	Fortune Bay
Millertown	Grand Falls District
Milltown	Fortune Bay
Milton	Trinity Bay
Musgrave Harbour	Fogo District
Musgravetown	Bonavista Bay
Norris' Arm	Grand Falls District
Norris' Point	Bonne Bay
North Harbour	Placentia Bay
North Harbour	St. Mary's Bay
Portugal Cove	St. John's East District
Portugal Cove	Ferryland District
Rencontre East	Fortune Bay
Rencontre West	Hermitage Bay
Seal Cove	White Bay
Seal Cove	Conception Bay
Seal Cove	Fortune Bay
Ship Cove	Placentia Bay
Ship Cove	St. George's Bay
St. Jones Within	Trinity Bay
St. Jones Without	Trinity Bay
Stephenville	St. George's
Stephenville Crossing	St. George's
Victoria	Via Carbonear
Victoria Cove	Fogo District
Woods Island	Bay of Islands
Woody Island	Placentia Bay

Foreign Mails

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.), for despatch same day, on Thursday, the 4th March. Delivery should be effected in Montreal and New York on or about Monday, the 8th March. Correspondence for Great Britain and Transatlantic countries will connect with the S.S. "Antonia" due to sail from Halifax on the 7th March; delivery should be effected in Great Britain on or about the 17th March.

Owing to the recent ice blockade of St. John's the schedule of the Furness Red Cross Steamer S.S. "FORT AMHERST" has been disorganised and she will not, therefore, sail from St. John's on Saturday, the 6th March. The usual despatch of letters and postcards by this Steamer will, therefore, be cancelled.

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Monday, the 8th March. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic countries will connect at Halifax with the S.S. "DUCHESS OF BEDFORD" due to sail on the 13th March and arrive in England on the 21st March.

A further despatch for Great Britain and Transatlantic countries will be made by the S.S. "NOVA SCOTIA" which is due to sail from St. John's for Liverpool on the 12th March, but this date is not likely to be adhered to in view of the fact that due to the ice blockade the S.S. "NOVA SCOTIA" is already four days over schedule.

TELEGRAPHS

Public News Despatch

The public news message which is sent from the Head Office daily at 11 a.m. is to be retransmitted to subordinate telegraph and telephone Offices at a stated time every day before 1 p.m. This stated time should be that which is best suited to the local conditions and the Office schedules.

Postmasters of Repeating Offices should notify their subordinate Offices that the public message will be sent at the appointed time every day and all Officers should be on hand promptly to send and copy the message.

Official time must be kept at all Offices so that none, especially the smaller Offices, will miss the daily message through failure to come in on the circuits at the correct time.

Newfoundland Standard Time

Newfoundland standard time is based upon a time signal sent at 9 a.m. daily from New York direct to the Telegraph Department at the General Post Office, St. John's. The correct time is signalled daily from St. John's to all the Outport Offices immediately after the despatch of the public message.

Postmasters and Telephone Attendants must correct their clocks daily and endeavour to keep as nearly to the standard time as circumstances will permit.

Telegrams Insufficiently Addressed

Telegrams are frequently received at St. John's for delivery with insufficient addresses. In order to ensure prompt City delivery Postmasters should call the attention of senders of telegrams to the necessity for giving the full address.

In the case of telegrams which are sent in reply to messages received from persons without permanent addresses, it will assist the work of delivery if the sender gives the date and number of the original message.

Money Orders. Sterling Rate of Exchange

Postmasters are reminded of the notice which appeared on page 55 of the Post Office Circular of the 18th February drawing attention to the fact that as from the 1st March the sterling rate of exchange for MONEY ORDERS drawn upon Great Britain for payment in Great Britain, Northern Ireland and other countries, except Canada and the U. S. A., will be reduced from \$5 to \$4.95. As from that date Postmasters should use the special conversion tables which have been sent to all Money Order Offices.

Responsibilities of Postmasters

Cases have come to light in connexion with the periodical examination of Accounts at Offices by Inspecting Offices from Headquarters of Postmasters at Offices where more than one Official is employed failing to make a regular check of the cash and stocks held by Assistants.

Postmasters are reminded that they are responsible for the proper conduct and control of their Offices in every particular and that they are liable to be called upon to make good any loss of Official funds or stocks held by Assistants. At all Offices except St. John's where special arrangements are in force, the Postmaster should check the cash and stock of Assistants at least once a week, and more often if the circumstances render it necessary, as for example in the case of junior or inexperienced Assistants.

C. O. D. Parcels

Despite the instruction which appeared on page 16 of the Post Office Circular of the 10th December, 1936, Postmasters continue to send Money Orders issued in payment of C.O.D. parcels to the Chief Accountant's Office, instead of to the payee, causing thereby considerable delay and inconvenience to the sender of the parcel, as well as unnecessary enquiries from Headquarters.

Postmasters should take particular care in future to ensure that the Money Order and Coupon Advice is sent direct to the sender of the parcel and not to the Chief Accountant.

Mutilation of Account Books

The following Non-Money Order Offices continue to mutilate their Account Books by removing pages therefrom for the purpose of making up their monthly statements:—

Brigus Junction
St. Theresa's
Ship Cove, Placentia Bay
Spencer's Cove
Terenceville

Postmasters were warned against this practice in the notice which appeared on page 12 of Post Office Circular of the 3rd December and were instructed to use the blank report form provided specially for the purpose. A fine of 25 cents has therefore been inflicted on the Postmasters of each of the above named Offices.

UNITED STATES

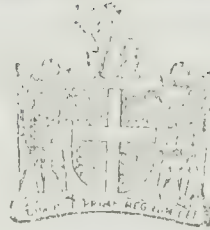
Stolen Postal Money Order Forms

The following U. S. A. Money Order Forms have been reported stolen:—

Channing, Mich ... Nos. 135001-135200 inclusive

The above orders, if presented at a Newfoundland Office, must not be paid. Postmasters and other officers should follow the instructions given on page 31 of the Post Office Circular of the 7th January, and page 52 of the Circular of the 11th February.

POST OFFICE



CIRCULAR.

THURSDAY, 11th MARCH, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

RETIREMENTS

Greenspond Mr. W. G. Osmond, Postmaster, to retire as from the 30th April, 1937.

RESIGNATIONS

Lady Cove Miss Elizabeth March, Postmistress; effective 31st March. Salary \$120 per annum. Applications close 23rd March. Advertised locally.

VACANCIES

Greenspond Postmaster and Telegraph Operator; salary \$552 per annum. Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to the 19th April, 1937. Postal Assistants, etc., should forward their applications through their immediate superior Officers. Applicants should state their names in full, date of birth, educational qualifications and departmental experience; whether married or single and the names of two people to whom application may be made with reference to character. Applicants are forbidden to solicit outside aid in support of their applications. The successful applicant will be required to furnish a certificate of medical fitness. Telegraphic notification of this vacancy has been sent to certain distant Offices which will not receive this Circular in time through the ordinary course of post.

LOTTERY CARDS

It has come under notice that "Push" or "Punch" cards pertaining to lotteries are being included in the mails addressed to this country from abroad. These cards which are usually enclosed in an ordinary envelope are illegal in this country and if any are detected coming in through the mails they should be seized and forwarded to the Director of Postal Services with a brief report.

FOREIGN MAILS

Correspondence for Canada, the U. S. A. and American countries generally will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Thursday, the 11th March. Delivery should be effected in Montreal and New York on or about Monday, the 15th March.

Letters and postcards, fully prepaid, for Great Britain, Canada, the U. S. A. and Foreign countries generally will be accepted up to 11 a.m. (provisional timing) on Saturday, the 13th March for despatch same day by the S.S. "Fort Amherst." Delivery should be effected in Montreal and New York on or about Wednesday, the 17th March. Letters and postcards for Great Britain and Transatlantic Countries despatched by this route should be endorsed "via New York." Connexion is due to be made with the S.S. "Normandie" due to sail on the 17th March and arrive in England on the 22nd March.

Parcel mails for the U. S. A. for despatch by the S.S. "Fort Amherst" will be accepted at the Parcel Depot up to 11 a.m. on Saturday, the 13th March.

Correspondence for Canada, the U. S. A. and American Countries generally will be accepted up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Monday, the 15th March. Delivery should be effected in Montreal and New York on or about the following Friday.

Correspondence for Great Britain and Transatlantic Countries will be despatched by the S.S. "Nova Scotia" due to sail from St. John's on Tuesday, the 16th March, and arrive at Liverpool on the 23rd March.

C. O. D. PARCELS—TREATMENT AT OFFICE OF DELIVERY.

Many Postmasters are dealing incorrectly with part "D" of the C. O. D. card which is prepared in the case of every C. O. D. parcel at the Office of mailing. Part "D" of the card is attached to the parcel and forwarded to the Office of delivery and the Postmaster of that Office must complete the following particulars on the card:—

- (1) the date of receipt of the parcel as soon as it arrives;
- (2) the date of delivery of the parcel as soon as it is delivered;
- (3) the number, date and value of the Money Order issued in respect of the amount collected from the addressee. This Money Order must be despatched immediately to the sender.

As soon as the above particulars on Part "D" of the card have been completed it should be returned to the Office at which the parcel was mailed. Unless these particulars are shown clearly and accurately on the card and the card returned as directed any subsequent enquiries which may be made with regard to the C. O. D. parcel cannot be answered except at the expense of a great deal of delay and inconvenience.

Examination of the C. O. D. records at the Parcel Depot, St. John's, shows that there are a number of C. O. D. cards (Part "D") outstanding. In many cases it is probable that the parcel has been delivered, but the Postmaster of the Office of delivery in disregard of instructions, has omitted to return the card to the Office of mailing. Postmasters of Money Order Offices should examine their records carefully and if there are any C. O. D. cards (Part "D") on hand in respect of parcels which have been delivered, they should return them at once to the appropriate Office after filling in all the necessary particulars.

The number of days during which a C. O. D. parcel may be retained at the Office of delivery is seven. After that, if not delivered it should be returned to the Office of mailing. If the addressee applies for an extension of time and the Postmaster considers that this extension should be granted, he may communicate with the Office of mailing, at the expense of the addressee if by telegraph, requesting permission to retain the parcel for a further period. Any C. O. D. parcels which are on hand at Outport Offices for longer than seven days should be returned by next mail to the Office of mailing, unless the addressee has asked for an extension of time and permission to this effect has been given by the Office of mailing.

Cases have come to light where the Postmaster of the delivering Office has sent the C. O. D. card (Part "D") to the sender of the parcel. It should be noted that this is quite irregular. This card forms an important part of the records of the Office of mailing and must be returned to that Office as soon as possible.

STATISTICAL PERIOD

Postmasters are reminded that statistics of all classes of Post Office work are due to be taken at all offices during the whole of the month of April next and the following forms, which will enable Postmasters to give an accurate account of the work they perform, are in process of mailing to all offices.

- Form No. 1213.** Statement of mails, posted, passing through and delivered at each office. For the use of offices which deal with an appreciable quantity of mail three subsidiary forms have also been provided to assist them in the preparation of Form 1213:—
- (1) **For mail despatched.** On the back of this form should be shown the schedule of the despatches from the office, the days on which they are made and the offices to which they are made.
 - (2) **For mail passing through.** On the back of this form should be entered the names of the offices for which the office making the return acts as distribution office.

- (3) **For mail received.** On the back of this form should be entered the schedule of incoming mails showing the days on which received and the offices from which received.

Form No. 1214. Statement of Telegraph business of all classes dealt with.

Form No. 1212. Statement of Postage Stamps, etc., sold, Money Orders issued and paid, duty parcels and C. O. D. parcels delivered.

It is necessary to direct the attention of Postmasters to common errors which were made by them in the preparation of the November statistics in the hope that they will take due note and not repeat the same mistakes during the forthcoming statistical period.

Form No. 1214

- (1) The wrong use of the "No. Posted" column. This column should be used for the number of items actually posted at the office making the report. Many Postmasters incorrectly included in this column the number of all items handled, i.e., posted, passing through and delivered.
- (2) The wrong use of the "No. Passing Through" column. Many Postmasters incorrectly included in this column the number of items for general delivery. The "Passing Through" column is to be used only for those items which are received for other offices and which have to be re-assorted and despatched usually by Courier Services. The "General Delivery" column is for all items which are not delivered into Post Office Boxes or by Letter Carriers.
- (3) The wrong use of the "Total" column. In this column should be entered the added totals of each class of correspondence or parcels; e.g., in the case of local letters the total number posted, passing through and delivered would be entered on the appropriate line in the "Total" column.

Form No. 1212

- (1) The item "Duty parcels delivered" should also include packets and the total number of these items should be equal to combined figures of foreign small packets, foreign parcels and foreign insured parcels shown as delivered on Form 1213.
- (2) The number of C. O. D. parcels delivered should correspond with the number shown as delivered on Form 1213.
- (3) The figures for Postage Stamps should be the total value actually sold to the public, not the value of those ordered from St. John's.

Form No. 1214

- (1) For "Gross receipts from Telegraphs" some Postmasters entered the total number of telegrams and phonotelegrams handled. "Gross receipts" means the total amount of cash paid by the public for telegrams and phonotelegrams handed in at any particular office. Postmasters should be careful on this point during the forthcoming statistical period and should enter under "Gross receipts from Telegraphs" the total amount of cash paid by the public for telegram and phonotelegrams handed in at their offices during April.

The attention of all Postmasters is drawn to the following additional points:—

- (a) All statistical forms should be signed.
- (b) All statistical forms should be returned to the Statistical Officer, General Post Office, St. John's, as soon as possible after the 30th April.
- (c) No form should be returned blank. Where no business is done, "Nil" should be written on the form.
- (d) No form should be returned improperly filled in. Where a Postmaster or Telephone Attendant is in doubt about any point he should consult the Postmaster of his Telegraph Controlling Office, or if necessary the Statistical Officer, General Post Office, St. John's.

All Postmasters are expected to take a close interest in the statistical work at their offices and to carry out the instructions to the best of their ability.

TELEGRAPHS

Enquiries by Telegraph

It frequently happens that Postmasters are asked by members of the public to send service telegrams to enquire about the delivery of letters or parcels or the payment of money orders, etc., which they have sent and cases have arisen where Postmasters have sent service telegrams and obtained replies without cost to the person making the enquiry.

It should be obvious that the Department cannot permit such an unlimited free use of the telegraph service. For the future therefore, Postmasters should collect from the person making the enquiry the cost of the service telegram. The cost of any service telegram which may be sent in reply will be charged against the Office originating the enquiry, and should be collected by the Postmaster when he delivers the reply telegram to the person concerned.

Sealing Season

As from Sunday, the 7th March, the Head Telegraph Office at St. John's will be opened from 8 a.m. until midnight each Sunday during the period of the Sealing season.

Proficiency Certificates in Radio-Telegraphy

Mr. Victor H. Abbott of Argentia was successful in obtaining a first-class certificate of proficiency in radio-telegraphy on the 20th February, 1937.

The list of persons holding second-class certificates of proficiency in radiotelegraphy is as follows:—

Mr. H. A. Brown	St. John's	Mr. A. F. Wilson	Bay Roberts
Mr. W. B. Collins	"	Mr. N. Richards	Bareneed
Mr. F. W. Coughlin	"	Mr. J. F. O'Donovan	Brigus
Mr. W. T. Flynn	"	Mr. A. Knee	Brigus
Mr. F. G. Hall	"	Mr. W. S. Moores	Cartwright
Mr. W. J. Lahey	"	Mr. R. M. Guy	Catalina
Mr. R. W. Munro	"	Mr. G. W. Meade	Channel
Mr. E. J. Myrick	"	Mr. P. Fleming	Harbour Grace
Mr. R. Roberts	"	Mr. R. L. Stevenson	Hopedale
Mr. J. Robertson	"	Mr. L. F. Walsh	Holyrood
Mr. K. C. Skuce	"	Mr. W. F. Scanlon	Melrose
Mr. W. J. G. Strong	"	Mr. G. M. Norman	Port aux Basques
Mr. W. E. Woolgar	"	Mr. A. H. Stone	Port Blandford

A person must ordinarily hold a second-class certificate for at least six months before he can be allowed to take the examination for a first-class certificate.

POST OFFICE



CIRCULAR.

THURSDAY, 18th MARCH, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

OBITUARY

The Department regrets to announce the death of Mr. M. F. Hackett, Telegraph Operator at Campbellton. He left Campbellton on Sunday, the 7th March, to go for a long walk, which was his usual recreation, and was caught in a blizzard and never returned. His body has since been recovered.

Mr. Hackett had been in the Department's service for 26 years, and was an excellent Operator and greatly esteemed by his colleagues.

RESIGNATIONS

Benoit's Cove ... Miss Frances Dormody, Postmistress, as from the 10th April.
Salary \$36.00 per annum. Will be advertised locally.

CORONATION STAMPS

The Department of Posts and Telegraphs will arrange for the sale of 14 denominations of special stamps to commemorate the forthcoming Coronation.

The stamps of the 2, 4 and 5 cents denominations will be of the same design and this design will be common to the Coronation issues of the Crown Colonies.

The denominations of the remaining stamps will be 1, 3, 7, 8, 10, 14, 15, 20, 24, 25 and 48 cents respectively. In the majority of cases the designs will be those existing for these denominations with the addition of the King's Head in vignette.

The 14 denominations will be on sale at all Post Offices in Newfoundland, except perhaps the more distant places from St. John's, on the 12th May, and will remain in use until the 31st December next. The total value of the complete issue will be \$1.86.

During the period the Coronation stamps are on sale the present issues will be withdrawn. Full instructions as to the withdrawal and accounting for the present issues will be sent at a later date.

All Postmasters of Offices which have a stamp credit of \$50. or more, should immediately, on receipt of this Circular, prepare a requisition for the 14 denominations of Coronation stamps to the full value of their stamp credit and forward it to the Chief Accountant at St. John's. The requisition must be clearly marked "Coronation Stamps."

In the case of all Offices with a stamp credit of less than \$50. the requisitions will be prepared at Headquarters.

FOREIGN MAILS

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Thursday, the 18th March. Delivery should be effected in Montreal and New York on or about Monday, the 22nd March. Correspondence for Great Britain and Transatlantic countries will connect with the S.S. "DUCHESS OF YORK" due to sail from Halifax on the 27th

March and arrive in England on the 3rd April, but letters which are endorsed "Via New York" will be forwarded to New York to connect with the S.S. "QUEEN MARY" due to sail from that port on the 24th March and arrive at Southampton on the 30th March.

As neither the S.S. "FORT AMHERST" nor the S.S. "BELLE ISLE" will be sailing from St. John's this week, the usual Saturday despatch of letters and postcards, due to be made on the 20th March, will have to be cancelled.

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Monday, the 22nd March. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic countries will also connect with the S.S. "DUCHESS OF YORK," with the exception of letters endorsed "Via New York" which will be forwarded to connect with the S.S. "PARIS" due to sail from New York on the 27th March and arrive at Plymouth on the 3rd April.

TELEGRAPHS

Easter Greetings Service to European Countries

The Cable Companies advise that a service of Easter Greetings Messages with fixed texts will be in force from the 22nd to the 29th March inclusive to practically all European countries at the special flat rate of \$1.00 per message.

The fixed texts which will be used by all three Cable Companies, the Commercial, the Anglo and the Imperial, will be as follows:—

1. Sincere good wishes for a happy Easter.
2. With deep affection I greet you on this Easter Day.
3. May your heart be filled with gladness and may happiness be yours this Easter Day.
4. Best wishes to you and yours for a happy Easter.
5. This Easter greeting carries to you the warm affection of an old friend.
6. All join in best wishes for a happy Easter to you and your family.
7. Love and best wishes for a happy Easter.
8. My wish is that you may enjoy a happy Easter and that peace may attend you to-day and through all the days to come.
9. May Easter gladness be yours to-day, and all good things attend you.
10. Easter brings all the world together in praise and joy. May this message find you with a heart full of gladness.
11. Our thoughts turn to you this Easter with affection and regard.
12. May this Springtime blossom for you with flowers of Easter peace and contentment.
13. Best wishes for a happy Easter. May your future be as bright as the Springtime.
14. On this day which marks the glorious Resurrection of our Saviour, I send you a joyous greeting.
15. May this Holy Easter be for you full of Celestial Gifts.

The sender should select his message by number from the above list. Greetings Telegrams can be delivered in the following languages: English, French, German, Italian, Spanish, Dutch and Portuguese appropriate to the country of destination.

The prefix "GTG" will be used in lieu of the message check and for messages destined to places outside Great Britain and Ireland the language in which the telegram should be delivered

should be shown before the number of the Greetings message, as for example "French 6," "German 4", etc.

Greetings Telegrams for Great Britain and Northern Ireland will be transmitted by telegraph throughout if addressed to the following Cities:—Belfast, Birmingham, Bradford, Bristol, Dundee, Edinburgh, Glasgow, Liverpool, London, Manchester and Newcastle-on-Tyne. Greetings telegrams to places other than these will be mailed from the Cable Office nearest to destination. Such messages should bear the full Postal address of the addressee. The flat rate of \$1.00 per message will apply whether the Greetings Telegram is transmitted by telegraph throughout or posted from the nearest Cable Office.

Checking of Telegrams at Time of Acceptance

Telegrams must be carefully read by the Acceptance Clerk at the time of acceptance to see that they are understandable and to obtain confirmation from the sender of any doubtful or badly written words or figures. A telegram containing obvious errors must not be held at the office of acceptance if the sender cannot be got in touch with immediately but must be forwarded "subject to correction."

Telegrams containing obvious errors or wrong checks should not be held for correction at any point in transmission or at the office of destination, but must be forwarded "subject to correction" and delivered forthwith. The office making the notation "subject to correction" should send a service message immediately to the office of acceptance in connexion with the doubtful points in the telegram.

ACCOUNTING

Remittances of Cash

Postmasters must take care to use the proper Remittance Form when making remittances of cash to the Cashier. The Duty Remittance Form must be used for remittances on duty account. The General Remittance Form must be used for remittances on Stamp, Telegraph, Insufficiently prepaid postal items, Box Rents Accounts.

Applications for Duty Refund

Postmasters are reminded that when application is made for refund of duty on part of a parcel, the amounts to be filled in on the "Application for Refund of Duty" Form (No. 1005) are those applying to the whole of the parcel; i.e., the value of all the contents of the parcel and the duty charged on the whole parcel.

Stolen United States Postal Money Order Forms

The following U. S. A. Money Order Forms have been reported stolen:—

Levy, Ark	Nos. 37886 to 37888 inclusive
Mokena, Ill.	Nos. 55792 to 56200 inclusive
Chicago, Ill., Station A	Nos. 21401 to 21600 inclusive
Riomedina, Tex.	Nos. 16001 to 16400 inclusive

The above orders if presented at a Newfoundland Office must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January and page 52 of the Circular of the 11th February.

The following U. S. A. Money Order Forms reported stolen in the Circular of the 4th March have now been recovered:—

Channing, Mich.	Nos. 135001 to 135200 inclusive
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Stolen Canadian Postal Money Order Forms

Toronto (Sub. Office, No. 20) Ontario 04041 to 04200 inclusive

The above orders must not be paid. If presented at a Newfoundland Office Postmasters must proceed as instructed above in the case of stolen U. S. A. Money Order Forms.

Stolen Canadian Postal Notes

The following Canadian Postal Notes have been reported stolen from Montreal (Sub. Office No. 109) P.Q.:—

A5-860163-64	G3-984009-10	L10-474017-18
B9-498068-70	I6-847788	M18-913299-300
C7-443926-27	I6-970657	N7-153186
D7-464242-43	H5-741332-33	P12-620463
E13-894672-73	J5-871913-14	XI-819914-16
E14-182013	K28-151010	
F6-632319-20	K28-451729-31	

Steps should be taken to guard against payment of these Postal Notes should they be presented at any Office in Newfoundland or Newfoundland Labrador. Offices should act on the instructions given on Page 24 of the Post Office Circular of the 24th December, 1936.

Outstanding Telegraph Accounts

It has been observed that a number of Offices are not submitting a list of Outstanding Accounts with their Telegraph statements, also that copies of messages charged to Government Departments are not being enclosed, as instructed in Accounting Circular B.1-Section 7-Note after (F).

Postmasters are reminded:—

- (1) That a list of Outstanding Accounts must be forwarded with each Statement.
- (2) Copies of all messages charged against Government Departments must be submitted with a bill certified by the person sending the messages.

POST OFFICE



CIRCULAR.

THURSDAY, 25th MARCH, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

FOREIGN MAILS

Correspondence for Canada, the U. S. A. and American Countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Thursday, the 25th March. Delivery should be effected in Montreal and New York on or about Monday, the 29th March.

Correspondence for Great Britain and Transatlantic Countries will be held back for despatch by the S.S. "SYRIAN PRINCE" due to sail from St. John's for Liverpool on the 29th March, but any such correspondence which is endorsed "Via New York" will be forwarded to connect with the S.S. "AQUITANIA" due to sail from New York on the 31st March and arrive at Southampton on the 5th April.

Letters and postcards only, fully prepaid, for Canada, the U. S. A. and American Countries generally, and also for Great Britain and Transatlantic Countries if endorsed "Via New York," will be accepted up to 11 a.m. (provisional timing) on the 27th March for despatch same day by the S.S. "BELLE ISLE". Delivery should be effected in Montreal and New York on or about Wednesday, the 31st March. Transatlantic correspondence should secure connexion with the S.S. "AQUITANIA."

Parcel mails for the U. S. A. will close at the Parcel Depot at 6 p.m. on Thursday, the 25th March, for despatch at daybreak next day by the S.S. "FORT AMHERST."

Correspondence for Canada, the U. S. A. and American Countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Monday, the 29th March. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic Countries will be forwarded by the S.S. "SYRIAN PRINCE", except that which is endorsed "Via New York" which will be forwarded to New York to connect with the S.S. "BREMEN" due to sail from that port on the 2nd April and arrive at Southampton on the 8th April.

AIR MAILS

1. Newfoundland is free to use the air services established by the Postal Administrations of other countries provided the conditions laid down by those countries, as regards the prepayment of the necessary air postages, etc., are fulfilled. Newfoundland has, as yet, no mail carrying air services established within its borders and air mail correspondence is, therefore, forwarded by land and sea communication to Great Britain, Canada, or the United States according to destination and given air mail treatment by the services established by those Countries.

2. The most important air mail systems which are of use to the air mail correspondence, originating in Newfoundland, are as follows:—

- A. England-India-Australia Air Mail.
- B. England-Africa Air Mail.
- C. European Air Mail.
- D. Canadian Domestic Air Mail.
- E. United States Domestic Air Mail.
- F. United States Foreign Air Mail.

3. The postages to be paid on air mail correspondence posted in Newfoundland are the ordinary International postage appropriate to the country of destination plus the air mail postage charged by the country maintaining the air service. In the case of air mail correspondence addressed to European countries, Canada and the United States, the unit of weight for air mail postage is one ounce; in the case of correspondence addressed to all other countries the unit of weight for air mail postage is half an ounce. Postmasters should note that the 2 cents accounting fee hitherto charged on each air mail letter has been cancelled. Air mail correspondence may be registered on payment of the usual fee but cannot be insured.

A. England-India-Australia Air Mail

The service is available for all classes of letter mail. The countries served and the air fees payable are shown below. Ordinary postage must be paid in addition. The countries printed in heavy type are served directly by the air service. To others the journey is completed by ordinary route. Despatches are made from London every Wednesday and Saturday to all places except Hong Kong, Macao and China; despatches are made to these three places every Saturday.

COUNTRIES SERVED	AIR POSTAGES		APPROXIMATE TRANSMISSION TIME
	Letters	Postcards	
	Per ½ Oz.		
	cents	cents	
Egypt	6	4	Alexandria and Cairo 2½ days.
Palestine	6	6	Gaza, Haifa and Jerusalem 3 days.
Syria	6	4	Beirut 4 to 5 days.
Transjordan	6	6	
Iran	6	4	Bushire 8 to 11 days.
Iraq	6	6	Baghdad 3 days, Basra 4 days.
Bahrein	12	6	4 days.
INDIA	12	6	Karachi 5 days; Bombay, Calcutta and Delhi 6 days, Madras and Rangoon 7 days.
Ceylon	12	6	Colombo 9 days.
Straits Settlements and Malay States	12	6	Singapore 8 days.
Siam	22	10	Bangkok 8 days.
Dutch East Indies	24	12	9 days.
AUSTRALIA	30	12	Brisbane 12 days, Melbourne and Sydney 13, Perth, Adelaide and Hobart 14.
New Zealand	30	12	Auckland and Wellington 17 to 25 days.
Hong Kong	12	6	Hong Kong 10 days.
Macao	24	12	
China	36	18	Canton 11, Shanghai 12

B. England-Africa Air Mail

The service is available for all classes of letter mail. The countries served and the air fees payable are shown below; ordinary postage must be paid in addition. The countries printed in heavy type are served directly by the air service. To others the journey is completed by ordinary route. Despatches are made from London every Tuesday and Friday to all places except French Equatorial Africa, Nigeria and the Gold Coast Colony; despatches are made to these three countries every Friday:—

COUNTRIES SERVED	AIR POSTAGES		APPROXIMATE TRANSMISSION TIMES IN DAYS
	Letters	Postcards	
	½ Oz.		
	cents	cents	
Egypt	6	4	Alexandria and Cairo 2½.
Sudan	6	4	Khartoum 3
Kenya	12	6	Kisuma and Nairobi 5
Uganda	12	6	Entebbe 5, Mombassa 6.
Tanganyika	12	6	Moshi, Dodoma, Dar-es-Salaam and Zanzibar 6 to 9.
Rhodesia (N. and S.)	12	6	Broken Hill and Salisbury 7, Bulawago 8.
Nyasaland	12	6	Blantyre 8.
South Africa	12	6	Johannesburg 8, Kimberley and Capetown 9.
Belgian Congo	16	8	11 days gain.
Portuguese East Africa	20	10	8-14 days gain.
Portuguese West Africa	16	8	Up to 16 days gain.
Madagascar	48	18	About 3 weeks' gain.
French Equatorial Africa	12	6	Fortlamy 5.
Nigeria	12	6	Kano 5, Lagos 8.
Gold Coast Colony	12	6	Accra 11-14.

C. Air Mail to European Countries

Air mails are despatched daily from London to all European Countries, except Albania and Luxemburg. Letters originating in Newfoundland, addressed to European Countries and intended for despatch by air after reaching England should be prepaid the ordinary postage plus the air mail fees at the rate of 8 cents for the first ounce and 6 cents for each additional ounce or fraction thereof. The air mail fee for postcards is 5 cents.

D. Canada-Domestic Air Mail

The air postage for correspondence intended for transmission by the domestic air mail routes of Canada is 6 cents for the first ounce and 5 cents for each additional ounce or fraction thereof. This rate is additional to the ordinary postage.

The use of the air mails is particularly useful for accelerating the transmission of correspondence addressed to the Northern Provinces of Yukon and Mackenzie.

E. United States Domestic Air Mail

Most of the important towns in the U. S. A. are connected by air routes. The air postage for correspondence intended for transmission by the domestic air mail routes of the U. S. A. is 6 cents for each ounce or fraction thereof plus the ordinary postage.

Special Delivery. The payment of an additional fee of 10 cents in addition to the ordinary and air postages will provide prompt delivery at the office of address and is recommended to expedite delivery in cases where arrival is scheduled for Saturday, Sunday, holiday or week days after the last delivery by Letter Carrier.

F. United States Foreign Air Mail Service

The foreign air mail routes of the U. S. A. serve the Republics of Central America, the West Indies and most of the Coast Line of South America. The frequency of service is daily to Cuba, three times weekly to the West Indies and Central America, and twice weekly to South America. There is also a Trans-Pacific air route to the Philippines which by the flight due to leave San Francisco on the 21st April next will be extended to Hong Kong. The frequency of the service is weekly. Correspondence for China, Japan, Australia, etc., may be sent by this route for onward transmission by surface means from Hong Kong. The air postages, which are additional to the ordinary postages, are as follows:—

Cents per half ounce	Cents per half ounce
Australia	Guatemala
Argentina	Guianas (British, Dutch and French)
Bahamas	Haiti
Barbados	Hawaii
Bolivia	Honduras (British)
Brazil	Honduras (Republic of)
Canal Zone	Hong Kong
Chile	India
China	Indo China
Colombia	Jamaica
Costa Rica	Japan
Cuba	Leeward Islands:—
Dominican Republic	Anguilla, Antigua, Barbuda, Domin-
Dutch East Indies	ica, Montserrat, Nevis, Redonda, St.
Dutch West Indies:—	Christopher (St. Kitts)
Curacao, Bonaire, Aruba	British Virgin Islands
St. Martins, St. Eustatius, Saba	Macao
Ecuador	Malay Straits Settlements
Guadeloupe (including Desirade, Les	Martinique
Saintes, Marie Galante, Petit Terre,	Mexico
St. Bartholomew [Barthelemy] and	New Zealand
the French part of St. Martins)	Nicaragua
Guam	Panama Republic

Paraguay (by ordinary means from Buenos Aires)	55	Venezuela (by air to Maracaibo, Cumarebo, LaGuaira, Caripito)	30
Peru	40	Venezuela (including despatch by Venezuelan Air-Mail Service from Maracaibo or LaGuaira)	45
Philippine Islands	50	Virgin Islands (United States)	10
Puerto Rico	10	Windward Islands (Grenada, Grenadines, St. Lucia, St. Vincent)	20
Salvador (El)	15		
Siam	70		
Trinidad	20		
Uruguay	55		

The above rates include despatch by the United States domestic and foreign air-mail routes to the country named, and, in the case of Colombia, Cuba, Republic of Honduras and Mexico, despatch by the domestic air-mail routes of those countries where available.

Important

4. Air mail correspondence should be marked plainly in the left-hand top corner of the address side "By Air Mail." The ordinary and air mail postages should be fully prepaid.

5. Air mail correspondence should be handed to an officer at a Post Office; it should not be posted in a letter box.

6. The larger Post Offices and the T. P.O's. have been supplied with special blue labels "By Air Mail-Par Avion," one of which must be affixed to the address side of each item of air mail correspondence.

7. Outport Offices despatching mails to the T. P. O. must tie any air mail letters with the letter bill in order to ensure that they will be kept prominently under notice. Outport Officials should be careful in checking the ordinary and air mail postages when accepting air mail correspondence from the public.

8. The despatches of air mail correspondence to London, New York or Montreal, will be made by the Head Office in respect of air mail correspondence posted in St. John's and by the Mail Clerk of the S.S. "CARIBOU" in respect of air mail correspondence posted in the Outports. An accounting slip should be prepared in duplicate for each despatch showing for each item of air mail the destination and weight and the air fee due to the country maintaining the air service. One copy of the accounting slip should be forwarded to the appropriate Office of Exchange and the other filed for future reference. The accounting slips are only to be prepared at the St. John's G. P. O. and on the S.S. "Caribou."

POST OFFICE



CIRCULAR.

THURSDAY, 1st APRIL, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

RESIGNATIONS

- Raleigh ... Mrs. E. M. Elliott, Postmistress; effective 30th April, 1937. Salary \$24 per annum. Applications close 20th April; advertised locally.
- Burin Bay Arm ... Mrs. R. Broydell, Telephone-Attendant; effective 30th April, 1937. Salary \$12 per annum; applications close 20th April; advertised locally.

RETIREMENTS

- St. John's General Post Office ... Mr. Alex. Williams, Mail Clerk, to retire as from the 30th April, 1937.

TRANSFERS

- Campbellton ... Mr. G. Thomas, Telegraph-Operator of the Head Office, St. John's, was transferred to Campbellton to fill the vacancy caused by the death of Mr. M. F. Hackett.

APPOINTMENTS

- Upper Island Cove ... Mrs. Archibald Crane to be Postmistress as from the 1st April, 1937.
- Lady Cove ... Miss Jean March to be Postmistress as from the 1st April, 1937.
- Grand Falls Station ... Mr. Wilson Bartlett to be Messenger as from the 1st April, 1937.

Statistical Period

Postmasters are reminded that the statistical period commences on the 1st April and continues throughout the month. The necessary forms have already been mailed to all Offices and should be completed and returned to the Statistical Officer, General Post Office, St. John's, as soon as possible after the completion of the statistical period.

Certain Postmasters have enquired for information as to the distinction between various classes of mail matter as is required to be shown on Form 1213.

Registers include registered correspondence of all classes whether letters, postcards, newspapers or circulars. A registered item of correspondence should be counted only once, under the total of registers; it should not be counted again as an item of ordinary correspondence.

Written communications of all kinds whether in sealed or unsealed envelopes should be charged with letter rate of postage and counted as letters. Written communications may be in the form of manuscript or typewritten letters, bills, invoices, notices, etc.

Circulars are communications in print designed to be sent to a large number of addresses in identical terms. They may not be typewritten or carbon copies of typewriting, but as an exceptional measure it is permitted to treat as circulars communications which have been produced by a multiplying machine such as a mimeograph, provided they are handed unsealed to an officer of the Post Office to the number of at least twenty copies separately addressed. Circulars may bear a salutation such as "Dear Sir" or "Madam" and a date in manuscript but the name and address of the addressee may not be shown except on the envelope. It is essential that all circulars in order to pass at the reduced rate of postage should be unsealed for inspection. Advertisement cards or folders whether or not enclosed in unsealed envelopes should be counted as circulars. Bills and invoices on printed forms are treated as letters whether they are made out in manuscript, typewriting or print and whether they are enclosed in sealed or unsealed envelopes. Catalogues and books should be counted as circulars.

Local small packets are those which do not weigh more than eight ounces. It does not matter whether they are sent at the letter rate of postage in which case the sender has the right to enclose a letter or at the cheaper parcel post rate

Foreign small packets are those posted at the special rates and conditions laid down on page 26 of the Post Office Circular of the 31st December, 1936. It is important to observe that foreign small packets must have a declaration enclosed and a green label (C1) affixed to the outside and that the limit of weight is two lbs.

All correspondence which is returned to the "Dead Letter Branch, General Post Office, St. John's" during the period of the statistics should be included on Form 1213 under the various headings as correspondence posted.

Attention is directed to page 67 of the Post Office Circular of the 11th March. The heading "Form No. 1214" at line 10 should read "Form No. 1213."

Paragraph (1) under the heading "Form No. 1212" should read "The item 'Dutiable parcels delivered' should be equal to the combined figures of dutiable small packets, dutiable foreign parcels and dutiable foreign insured parcels delivered. Only non-dutiable items of these classes should be entered on Form 1213."

In the figures of "Gross receipts from Telegraphs" should be included the value of any certified bills which are remitted to the Chief Accountant on Telegraph Account and also the value of any collect fees on delivered telegrams.

Mail Couriers' Bills

Despite the notice which appeared on page 37 of the Post Office Circular of the 21st January 1937, many Mail Couriers are irregularly telegraphing their bills to the Director of Postal Services. This practice is not in accordance with the Mail Couriers' contracts and in future the Department will disregard bills which are telegraphed.

Postmasters at Offices from which Mail Courier services operate have been supplied with special forms which should be prepared by the Postmaster at the end of each month, signed by the Mail Courier, certified by the Postmaster and forwarded by him to the Director of Postal Services without delay.

Foreign Mails

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Thursday, the 1st April. Delivery should be effected in Montreal and New York on or about Monday, the 5th April. Correspondence for Great Britain and Transatlantic countries will connect with the S.S. "WESTERLAND" due to sail from Halifax on the 5th April and arrive at Southampton on the 13th April, but any such correspondence which is endorsed "Via New York" will be forwarded for connexion with the S.S. "QUEEN MARY" due to sail from New York on the 7th April and arrive at Southampton on the 12th April.

The usual Saturday despatch to Halifax will not be made on the 3rd April, as neither the S.S. "FORT AMHERST" nor the S.S. "BELLE ISLE" will be sailing from St. John's on that date.

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Monday, the 5th April. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic countries will connect with the S.S. "DUCHESS OF BEDFORD" due to sail from Halifax on the 10th April and arrive in England on the 18th April, but any such correspondence endorsed "Via New York" will be forwarded to connect with the S.S. "EUROPA" due to sail from New York on the 11th April and arrive at Southampton on the 17th April.

TELEGRAPHS

Children's Coronation Medals

In order that there shall be no delay in obtaining information from the whole of the country of the number of children to whom it is proposed to award Coronation Medals, Postmasters and Telephone Attendants are authorised to accept as "Collect Telegrams" messages from teachers addressed to Dr. V. P. Burke, Department of Education, St. John's, in connexion with this matter. Messages handed in by teachers intended for any address other than the above or in reference to matters not connected with Coronation Medals should be prepaid.

Telegraph Transfers

A telegraph transfer is a remittance of cash by telegraph from one remitter to one payee. If several persons amalgamate in order to evade the need for separate telegrams, and send a collected

remittance in the name of one of them with instructions to the payee to send goods to their separate addresses, the Postmaster should point out that this is contrary to instructions, and that in these circumstances separate telegraph transfers are necessary. This prohibition does not extend to a case where a remitter on behalf of himself and others sends a remittance for goods by telegraph to a payee with the intention that the goods shall all be sent to him for distribution on their arrival to the persons concerned. In a case such as this the telegram of advice would instruct the payee to send the goods to the remitter of the telegraph transfer.

Errors, Failures and Delays

For the month of February there were recorded 8 errors and 2 cases of delay. It is worthy of mention that there were no failures. The following Offices were involved:—

Cases		Cases	
St. John's Head Office	1	Placentia	2
St. John's West End P. O.	4	Port de Grave	1
Campbellton	3	St. Anthony	1

Where the responsibility for an error cannot definitely be fixed the case is recorded against both the Offices involved.

A fine of 50 cents was imposed on Mr. Williams, Telegraph-Operator at Placentia, for a figure error in a telegram.

Traffic

The total number of paid telegrams for February was 22815 of which 192 were sent by the priority service. The total for February, 1936, was 21267.

The number of service messages for February was 3706 as compared with 5384 on February 1936. Renewed attention is drawn to the necessity of using the service message system only in cases of emergency.

The public message service consisted of 7227 words, which was the equivalent of 482 ordinary telegrams on each of the ten circuits at St. John's, or 4820 telegrams in all.

Radio Auction in Aid of Sunshine Camp

A Radio Auction in aid of funds for the Sunshine Camp will be held on the nights of the 8th and 9th April. A list of goods to be auctioned will be published by the Committee in the Press and over the Radio and a lot number will be allocated to each item.

It is proposed that bids for these lots should be sent in to St. John's from the Outports by telegraph and all Telegraph Offices will, therefore, remain open after 6 p.m. on the nights of the 8th and 9th April until released.

A special rate of 15 cents for each telegram has been arranged provided the telegram contains only one bid for one item. If the telegram contains more than one bid the usual rates of 25 cents for ten text words and 2 cents for each additional word will apply.

In order to participate in the special rate telegrams must be made up in the following form:—

"Auction St. John's:—Lot 17 bid \$3.75—John Smith."

There will be no check or time shown unless the telegram contains more than one bid, in which case it becomes an ordinary telegram at ordinary rates with the check and time shown.

These rates will only apply to bid telegram handed in after 4 p.m. on each day.

ACCOUNTING

Telegraphing For Funds

Contrary to instructions many Postmasters when telegraphing for funds on Money Order Account to the Chief Accountant fail to state the purpose for which the cash is required; whether to bring the reserve up to the authorised amount or to pay current money orders for which the cash on hand at the Office is inadequate. It frequently happens that a second telegraph requisi-

tion is received for a different amount from the first before the first remittance has been despatched from the Head Office. This causes confusion at the Head Office because it is not clear whether a second remittance is required or whether the second telegram is intended to correct the amount asked for in the first telegram.

In future all Money Order Offices when requisitioning for funds by telegraph should state the amount of cash on hand at the Office at the time of requisitioning and the value of current orders for payment. The following is a specimen of the telegrams as they should be sent in future:

"Chief Accountant, G.P.O., St. John's—send \$100 on hand \$10 current orders \$90—P.M."

Money Orders Issued on Great Britain

Many Postmasters when converting Newfoundland currency into Sterling for the purpose of issuing Money Order on Great Britain are showing halfpennies in the value of the Money Orders. Instructions have been given on many occasions that this is incorrect. Postmasters should note that in calculating the Sterling equivalent of Newfoundland currency the amount should be rounded up to the nearest penny; i.e. a fraction of a penny in the Sterling equivalent which is less than a halfpenny should be excluded, and if a halfpenny or greater than a halfpenny should be rounded up to the next penny. An amount of $7\frac{1}{2}$ d. should therefore be shown as 8d. In no circumstances must halfpennies be shown.

Stolen United States Postal Money Order Forms

The following U. S. A. Money Order Forms have been reported stolen:—

New Richmond, Ohio.....	Nos. 193001-194000 inclusive
.....	Nos. 195800-196000 "
.....	Nos. 199200-199201 "

The above orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on Page 31 of the Post Office Circular of the 7th January and Page 53 of the Circular of the 11th February.

Stolen Canadian Postal Notes

The following Canadian Postal Notes have been reported stolen from Toronto (Sub. Office No. 20) Ont:—

X1- 964203-10	F.6- 831031-85	M 19- 013016-25
A5 9936606-10	H.5- 863991-95	P 12- 828446-55
B 9 706805-25	J6 027536-4C	R 8- 647340
C 7 654081-85	K28- 500260	R 8- 672211-20
D 7 699784-95	K28- 607761-75	S17- 263060
E 14 373002-10	L10- 666356-60	S17- 322151-65

Steps should be taken to guard against payment of these Postal Notes should they be presented at any Office in Newfoundland or Newfoundland Labrador. Officers should act on the instructions given on Page 24 of the Post Office Circular of the 24th December, 1936.

POST OFFICE



CIRCULAR.

THURSDAY, 8th APRIL, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

RESIGNATIONS

Bonne Bay Mr. G. Maxwell Camp, Messenger; effective as from the 30th April, 1937. Salary \$120. per annum. Applications close 27th April; advertised locally.

APPOINTMENTS

Brown's Arm Mr. R. H. Cornick to be Postmaster as from the 1st April, 1937.

NEW OFFICE

A Post Office was opened at Brown's Arm, N.D.B., on the 1st April. The Office will deal with Postal work only. The nearest Money Order and Telegraph Office will be Lewisporte, to which Office all C. O. D. parcels for Brown's Arm should be forwarded.

MAILS

Mail Courier Services

A new Mail Courier service will be established between Brown's Arm and Lewisporte to serve the new Post Office opened at Brown's Arm. The first despatch from St. John's, with which this courier service will connect, will be made on Thursday, the 8th April. The Courier will make one round trip on Friday of each week.

Northern Courier Services

Serious outbreaks of distemper have occurred amongst the dog teams employed on the Northern Mail Courier Services and in some cases as many as 75% of the dogs have died.

It is necessary, therefore, that the weight and bulk of mails for these courier services should be restricted to the minimum.

Until further notice, therefore, parcel mails should not be accepted for the following places:

Brent's Cove	Nipper's Harbour
Burlington	Pacquet
Coachman's Cove	Rattling Brook
Fleur de Lys	Round Harbour
Great Harbour Deep	Seal Cove (White Bay)
Hampden	Shoe Cove
Hooping Harbour	Tilt Cove
Jackson's Cove	Western Arm
King's Point	Westport
LaScie	Williamsport
Little Harbour Deep	

Prohibited Publications

The undermentioned publications are prohibited from entering Newfoundland under Section 1501 of the Revenue Act of 1935:—

Bally Hoo	Paris Nights
College Life	Sex
Film Fun (Magazine)	Sexology
Gay Book	Secrets
Health and Efficiency	Scarlet Adventuress
Hush	Scarlet Confessions
Legitimate Birth Control	Scarlet Gang
Lingering Death	True Gang
Married Happiness	The Rhythm of Sterility and Fertility
Murder Mysteries	in Women
Movie Humor	

Any of the above publications, which may be observed passing through the mails, should be confiscated and forwarded to the Director of Postal Services under special cover.

Returning Empty Mail Bags

The attention of all Officers is again drawn to the need for returning all empty mail bags to the General Post Office, St. John's, at the first available opportunity. The supply of mail bags is adequate for all needs provided Postmasters do not fail in their proper duties in this respect. Serious disciplinary action will be taken against any official who comes under notice for failing to return empty bags.

Under no circumstances must mail bags be allowed to pass into the hands of persons who are not employed by the Department. If it comes to the notice of any Post Office Official, or if he has reason to suspect that a member of the public has mail bags in his possession belonging either to this Administration or to a Foreign Postal Administration, he should communicate at once with the Director of Postal Services.

Foreign Mails

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Thursday, the 8th April. Delivery should be effected in Montreal and New York on or about Monday, the 13th April. Correspondence for Great Britain and Transatlantic countries will connect with the S.S. "MONTCLARE" due to sail from Halifax on the 17th April and arrive at Southampton on the 25th April, but any such correspondence which is endorsed "Via New York" will be forwarded for connexion with the S.S. "NORMANDIE" due to sail from New York on the 14th April and arrive at Southampton on the 19th April.

Letters and postcards only, fully prepaid for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 11 a.m. Saturday (provisional timing) the 10th April, for despatch same day by the S.S. "FORT AMHERST." Delivery should be effected in Montreal and New York on or about Wednesday, the 14th April. Letters for Great Britain and Transatlantic countries, in order to be despatched by this route, should be endorsed "Via New York." Connexion is due to be made with the S.S. "BERENGARIA" sailing from New York on the 15th April and due to arrive at Southampton on the 21st April.

Parcel mails for the U. S. A. for despatch by the S.S. "FORT AMHERST" will be accepted at the Parcel Depot up to 11 a.m. on Saturday, the 10th April.

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same days, on Monday, the 12th April. Delivery should be effected in Montreal and New York on or about the following Friday.

Correspondence for Great Britain and Transatlantic Countries will be held back for despatch by the S.S. "NEWFOUNDLAND", which will probably sail from St. John's on the 18th April and arrive at Liverpool on the 25th April.

British Empire Letter Telegram Service

Cables and Wireless, Ltd., have notified this Department that during the Coronation period they propose introducing a Special Letter Telegram Service between the United Kingdom and all parts of the British Empire (except Canada). Newfoundland will participate in this Service and as from May 8th to 16th inclusive, Cable letter telegrams will be accepted at all Postal Telegraph Offices in Newfoundland for the United Kingdom at the following rates:—

To Great Britain and Ireland—60c. for ten words and 6 cents for each additional word.

To all other Points in the British Empire \$1.00 for 10 words and 10 cents for each additional word.

The 10 cents Government tax for each message should be collected in both cases.

The indicator "CLT" must appear in the address and will be included in the total paid check. "CLT" telegrams must be routed "Via Imperial."

Listing of Radio Sets and Collection of Licence Fees

Under the provisions of the Radiotelegraph Act of 1930, and Regulations issued thereunder, every person operating a Radio set is required to obtain a licence, which is issued by the Department of Posts and Telegraphs at a fee of \$2. In the case of failure to obtain the statutory licence the individual concerned is liable to be proceeded against in a Court of law and, if convicted, may be fined a maximum amount of \$50. on summary conviction and on conviction on indictment to a fine not exceeding \$500, or to imprisonment for a term not exceeding twelve months. The Department is responsible for seeing that the necessary legal action is taken against any known offender under the Act.

In order to facilitate the carrying out of the duties laid upon this Department by the above Act all Postmasters are required to obtain a list of persons operating radio sets in the district served by their offices, whether licensed or not, and to forward one copy to the Chief Inspector of Wireless and Telephone Services, G. P. O., St. John's, within one week of the receipt of this circular.

A supply of licence forms and other material has already been sent to some of the larger offices and authority to issue receiving licences has been given to the Postmasters at these places.

Postmasters to whom special instructions, concerning the collections of licence fees, have been or may be sent, should make every effort to complete the check up of sets and should forward a list of any corrections or additions to the lists furnished them by Headquarters to the Chief Inspector of Wireless and Telephone Services not later than the 15th April.

It is most important that a correct list of receiving sets in the district served by every Post Office be maintained at that Office and that Headquarters be notified of any change or additions to these lists at the end of each month.

A separate list of persons repairing radio sets or selling sets or parts should be kept and a copy sent to Headquarters. Such dealers or servicemen should be informed that the Radiotelegraph Act requires them to furnish the local Postmaster, at the end of each month, with the names of all persons to whom sets or parts were sold or for whom repairs were made during the month. Any new names coming to light through this information, should be added to your list of persons operating sets and Headquarters should also be notified.

Complaint of interference with radio reception should be noted and full particulars sent to the Chief Inspector of Wireless and Telephone Services immediately.

Remittance on Radio Licence Account

A.—From Post Offices at which the licence is NOT issued.

Postmasters at Offices, which have not been supplied with Radio Licence Forms, should accept money from persons desiring to purchase Radio Licences and remit the cash to the Cashier, G. P. O., St. John's. The General Remittance Form is to be used. The names and addresses of the persons to whom the Licence is to be issued must be shown. A temporary receipt should be given for the cash until such time as the Licence is supplied.

B.—From Post Offices at which the Licence is issued.

When remitting money to the Cashier in respect of Radio Licences, which they have issued, Postmasters should show on the General Remittance Form the numbers of the Licences covered by the Remittance. The names of the licensees must not be shown on the Remittance Form.

ACCOUNTING

The following is a list of Offices with the number of errors in the Money Order Service the officials at those Offices have been responsible for during the month of February last. Only offices where the number of errors was as many as four or more have been recorded:—

OFFICE	NO. ERRORS	ORDERS ISSUED AND PAID DURING PERIOD IN WHICH ERRORS WERE MADE
Aguathuna	5	66
Argentia	4	39
Bell Island Mines	4	742
Buchans	4	878
Cape Broyle	4	33
Catalina	5	121
Cape St. George	4	27
Chance Cove East	5	28
Clareville	4	134
Curling	7	184
Dunville	6	37
Elliston	4	40
Ferryland	5	46
Flowers Cove	5	28
Haystack	6	26
Heart's Content	9	153
Jacksons Arm	4	42
King's Point	5	38
LaScie	4	63
Lawn	4	13
Lewisporte	4	133
Little Bay	4	82
Lower Island Cove	4	39
Nippers Harbour	5	54
Norris Point	4	29
Pilley's Island	5	70
Port Blandford	5	16
Pruch Cove	4	20
St. Brides	4	28
St. Jacques	4	57
St. Lawrence	4	55
Stones Cove	4	31
Victoria Village	6	41
Wesleyville	4	78
	<hr/> 159	<hr/> 3471

The most common types of errors were those shown on page 32 of the Post Office Circular of the 7th January.

POST OFFICE



CIRCULAR.

THURSDAY, 15th APRIL, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPRECIATION

The Department is pleased to learn that the Controller of the Meteorological Services of Canada has expressed himself as greatly satisfied with the work performed by the Officers in charge of the Meteorological Stations of Newfoundland most of whom are, of course, officials of the Department of Posts and Telegraphs.

RESIGNATIONS

Westport Mrs. Elsie Pearce, Postmistress and Telephone-Attendant, to take effect as from the 15th May. Salary \$180.00 per annum. Applications close 5th May. Advertised locally.

AIR MAIL CIRCULAR

The Post Office Circular of the 25th March dealt with the most important Air Mail systems of the World and Officers should refer to this Circular in connexion with enquiries about International Air Mails. Those Offices which received two copies should exhibit one for the information of the public. Several of the larger Offices have since been supplied with additional copies which are intended for distribution to important business firms and individuals who would be likely to avail themselves of the use of the Air Services for their correspondence.

MAILS

Cessation of Winter and Commencement of Summer Courier Services

Provided the roads are open to motor traffic the following services will be discontinued as and from the dates indicated:—

(1) Trinity Bay South, 30th April

- (a) Heart's Content to Green's Harbour.
- (b) Whitbourne to Green's Harbour.
- (c) Heart's Content to Carbonear.
- (d) Brownsdale to Heart's Content.

(2) Conception Bay North, 1st May

- (a) Carbonear to Ochre Pit Cove.
- (b) Old Perlican to Ochre Pit Cove.
- (c) Grate's Cove to Old Perlican.

(3) Holyrood to St. Mary's and Colinet, 30th April

- (a) Holyrood to Salmonier.
- (b) Salmonier to St. Mary's.
- (c) Colinet to Salmonier.

(4) Princeton to Keels, 27th April

- (a) Princeton to Openhall.
- (b) King's Cove to Plate Cove.
- (c) Keels to King's Cove.

The following services will commence as and from the dates indicated:—

(1) Trinity Bay South

- (a) Heart's Content to Whitbourne each Tuesday and Friday, effective 4th May.
- (b) Heart's Content to Carbonear and to Brownsdale each Monday, effective 3rd May.
- (c) Heart's Content to Brownsdale each Wednesday and Saturday, effective 5th May.

(2) Conception Bay North

- (a) Carbonear to Grate's Cove each Wednesday and Saturday, effective 5th May.

(3) Holyrood to St. Mary's and Colinet

- (a) Holyrood to Colinet each Tuesday and Friday.
- (b) Salmonier to St. Mary's each Tuesday and Friday, both effective from 4th May.

(4) Princeton to Keels

- (a) Princeton to Openhall, each Tuesday.
- (b) Keels to Port Rexton each Tuesday, both effective 4th May.

Subject to ice conditions the following services will be discontinued as and from 27th April:

(5) Trinity Bay Centre

- (a) Clarenville to Britannia.
- (b) Milton to Burgoyne's Cove.
- (c) Britannia to Deer Harbour.

The following services will commence on Tuesday, 4th May, and continue until further notice. Each Courier to make one round trip per week:—

- (a) Clarenville to Hickman's Harbour.
- (b) Milton to Thoroughfare.
- (c) Thoroughfare to Deer Harbour.

Foreign Mails

Correspondence for Canada, the U. S. A. and American countries, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.), for despatch same day, on Thursday, the 15th April. Delivery should be effected in Montreal and New York on or about Monday, the 19th April.

Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" due to sail from St. John's for Liverpool on the 18th April but any correspondence endorsed "Via New York," and posted in time for the Express despatch on Thursday, will be forwarded to New York for connexion with the S.S. "QUEEN MARY" due to sail on the 21st April and arrive at Southampton on the 26th April.

Letters and postcards only, fully prepaid, for Canada and the U. S. A., and for Great Britain and Transatlantic countries, if endorsed "Via New York", will be accepted at the General Post Office, St. John's, up to 11 a.m. (provisional timing), on Saturday, the 17th April, for despatch same day by the S.S. "FORT TOWNSHEND." Delivery should be effected in Montreal and New York on or about Wednesday, the 21st April. Correspondence for Great Britain and Transatlantic countries should also connect with the S.S. "QUEEN MARY." This despatch by the S.S. "FORT TOWNSHEND" is dependent upon this boat sailing from St. John's at the usual time on Saturday for the Furness Red Cross steamers.

Parcel mails for the U.S.A. for despatch by the S.S. "FORT TOWNSHEND" will be accepted at the Parcel Depot up to 6 p.m. on Friday, the 16th April.

Correspondence for Great Britain, Canada, the U.S.A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.), on

Monday, the 19th April. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic countries will connect with the S.S. "DUCHESS OF YORK" sailing from Montreal on the 23rd April and due to arrive in England on the 1st May.

TELEGRAPHS

Mothers' Day Greetings Service

A special Greetings Service by telegram will be introduced for the inland service in connexion with the Mothers' Day Festival on the 9th May. Special Greetings Forms and a supply of Greetings Envelopes have already been sent to all Outport Offices.

Greetings messages of fixed texts, the list of which is given below, will be accepted at the special rate of 15 cents from the 3rd to the 8th May inclusive. Messages will be delivered on the 9th May or the morning of the 9th May.

The procedure will be the same as for the Christmas and Easter Greetings services. Messages will be selected by number which will be shown in place of the check. There will be no time or date shown and all messages, irrespective of the filing date, will be accounted for on the last day of the period, the 8th May.

Attention is directed to the necessity for transcribing the messages in ink in neat and clear handwriting, at offices where there is no typewriter.

The list of fixed texts is as follows:—

1. To my dear Mother I send greetings on this day set apart for a special tribute to Mothers.
2. Though far away, my thoughts are with you to-day, Mother, as I know yours are so often with me.
3. I send affectionate greetings to my Mother on Mothers Day.
4. Fondest love and best wishes always, but especially on this day devoted to Mothers.
5. Greetings to my Mother. On this Mothers' Day I send best wishes for your happiness.
6. All my love and best wishes to my own dear Mother on Mothers' Day.
7. We send this message of love and affection this Mothers' Day.
8. I am thinking of you this Mothers' Day and hope you are well and happy.
9. This Mothers' Day my thoughts are with you in Love and Gratitude for all you have done for me.
10. To the Mother to whom I owe so much, I send Love and Best Wishes on Mothers' Day.

It is hoped that the staff will take a keen interest in endeavouring to popularize this service with the public. The notice issued by the Director of Telegraphs on the 6th April should be displayed on the public side of Post Offices, together with one of the special forms and a Greetings envelope.

RADIO LICENCE FEES

Enquiries have been made by Postmasters as to whether persons purchasing Radio Receiving sets during the latter part of the fiscal year must obtain a licence at the regular rate, and if such licences expire on June 30th.

In this connexion enquirers should be informed that under the provisions of the Radio Telegraph Act of 1930 no person may operate a receiving set without having obtained a licence and all licences expire on June 30th of each year.

Postmasters should issue a licence to any member of the public applying for same. If a person so applying lives in another district or settlement the Postmaster, after issuing the licence, should inform Headquarters by first mail of the name and address of that person in order that the Postmaster of the Office at which the licence should, in normal course, have been obtained, may be notified.

ACCOUNTING

Box Rents Record Book

Postmasters should make an index on the inside of the cover of the Box Rents Record Book showing on which pages of the Book each Post Office Box is recorded. The Index should be on the following lines:—

Box No.	Page	Box No.	Page
4	1	987	4
5	2	988	5
6	3	989	6

Coronation Stamps

With reference to the notice which appeared on page 69 of the Post Office Circular dated 18th March, Offices, whose credit limit is less than \$50.00, will be supplied the lower denominations only of the Coronation Stamps in the initial supply from Headquarters.

Postmasters having orders for complete sets will prepare a special requisition and forward it direct to the Chief Accountant, General Post Office, St. John's. This may be done by telegram in cases where the mail service is likely to be delayed. All requisitions for Coronation Stamps should reach St. John's not later than the 25th April.

The supply of stocks of all of the denominations of Coronation Stamps to Outport Offices, in time for sale on Coronation Day, is dependent upon their being received from England in time.

Remittances of Cash

Despite repeated instructions a large number of irregularities still occur in remitting cash to the Cashier. The following are some of the irregularities most generally observed. While they may perhaps be considered as minor breaches of the rules yet they occasion much inconvenience.

- (1) Cash and Account Statement (weekly or monthly) contained in the one envelope.
- (2) Regulation envelopes not used for cash remittances. Envelope No. 615 printed in red to be used for remittances to Cashier, and envelopes printed in black addressed to the Accountant are to be used for enclosing Accounts Statements.
- (3) Cash remitted with no remittance form—Some Postmasters seem to think that when a Requisition Form for stamps accompanies a cash remittance, the General Remittance form is not required—a remittance form must be used for every separate remittance of cash.
- (4) Two remittance forms are used by some Postmasters when sending a cash remittance on Duty Account—i.e. the usual Duty Remittance Form and the General Remittance Form. The Duty Remittance Form only is to be used for remittances on Duty Account.
- (5) Two remittances of cash described on the one Remittance Form. A separate Remittance form **MUST** be used for each Remittance.

All Officers should give particular attention to this matter and endeavour to arrange that their remittances of cash are made on accordance with instructions and without subsequent inconvenience to the Staff at Headquarters.

POST OFFICE



CIRCULAR.

THURSDAY, 22nd APRIL, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

RESIGNATIONS

- CORNER BROOK ... Mr. M. Bishop, Messenger; to take effect as from the 30th April 1937. Salary \$180.00 per annum. Applications close 28th April. Advertised locally.
- CORNER BROOK ... Mr. E. White, Messenger; to take effect as from the 15th May, 1937. Salary \$180.00 per annum. Applications close 5th May. Advertised locally.

VACANCIES

- LOMOND .. Postmaster and Telephone Attendant as from the 1st June, 1937. Salary \$156.00 per annum. Applications close on the 11th May. Officer appointed to provide suitable accommodation free of cost to the Department. Advertised locally.

CLOSING OF OFFICE

In view of the fact that no applications have been forthcoming for the vacancy at Benoit's Cove, announced in the Post Office Circular of the 18th March, 1937, the Office will be closed as from the 10th April, the date of resignation of the former Postmistress. Until further notice, therefore, mails for Benoit's Cove will be handled at Curling.

MAILS

Cessation of Winter and Commencement of Summer Courier Services

The following services will be discontinued as from the 30th April:—

- (a) Curling to Lark Harbour.
- (b) Curling to Middle Arm.
- (c) Wood's Island to Frenchman's Cove, Bay of Islands.

The following services will begin from the 5th May:—

Curling to Lark Harbour, thence to Middle Arm and Wood's Island and thence inward on the Northside of Bay of Islands to Curling.

The service from Deer Lake to Bonne Bay will be discontinued as from the 27th April. The last despatch from St. John's will be on the 26th April.

The Summer overland service from Deer Lake to Bonne Bay will not be operated during the Summer and Autumn of 1937.

It will be replaced by a better and more prompt service by steamer from Curling, in addition to service by the "NORTHERN RANGER."

The following will be discontinued as a whole year service from the 1st May, or as soon thereafter as the roads are open to motor traffic:

- (a) Railway to Norman's Cove and Chapel Arm.
- (b) Railway to Bellevue East.

The following will be substituted therefor from the 1st May to the 30th November: White-boune to Bellevue East.

The service from Gambo to Bonavista North and from Traytown to Salvage will be discontinued as from the 27th April. The last despatch will be on the 26th April.

The service from Cape Freels to Gambo will commence on the 3rd May. The first despatch from St. John's for this service will be on that date.

The S.S. "SAGONA" will commence the Fogo service on the 1st May, calling at same ports as 1936. Connecting Couriers will please note.

The cessation of the services from Lewisporte, Botwood, Badger and Howley will depend on weather and ice conditions. Offices will be notified by telegram when the services will cease.

Coast and Bay Steamers—Proposed Dates of Initial Sailings

The following notice with reference to the first sailings of the Government Coastal and Bay steamers is published by the Newfoundland Railway:—

S.S. SAGONA—FOGO SERVICE—

S.S. SAGONA will operate between St. John's and Change Islands on weekly schedule same as last year. Same ports of call (including Trinity). First sailing S.S. SAGONA from St. John's the 1st May.

S.S. NORTHERN RANGER, ST. JOHN'S-HUMBERMOUTH SERVICE—

S.S. NORTHERN RANGER will operate between St. John's and Humbermouth same as last year. Same route, viz:—via Cook's Harbour and Battle Harbour. Same ports of call (Trinity and Blanc Sablon not included). First sailing from St. John's May 7th. First sailing from Humbermouth the 18th May.

S.S. CLYDE, NOTRE DAME AND GREEN BAYS—

S.S. CLYDE will leave St. John's the 4th May for regular ports on South Side Notre Dame Bay to Lewisporte. Will leave Lewisporte after arrival Express Train of Thursday, 6th May, for regular ports on Green Bay route. Thereafter the CLYDE will leave Lewisporte every Tuesday for South Side Notre Dame Bay and every Friday for Green Bay. This order of operation to continue until commencement of Summer Train schedules. Ports of call same as last year.

Foreign Mails

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Thursday, the 22nd April. Delivery should be effected in Montreal and New York on or about Monday, the 26th April. Correspondence for Great Britain and Transatlantic countries will connect at Montreal with the S.S. MONTCALM due to sail from that port on the 28th April and reach England on the 6th May, but any such correspondence which is endorsed "Via New York" will be forwarded to connect with the S.S. "NORMANDIE" due to sail from New York on the 28th April and arrive at Southampton on the 3rd May.

Letters and post cards only, fully prepaid, for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 11 a.m. (provisional timing), on Saturday, the 24th April, for despatch same day by the S.S. "FORT AMHERST." Delivery should be effected in Montreal and New York on or about Wednesday, the 28th April. Correspondence for Great Britain and Transatlantic countries must be endorsed "Via New York" in order to be despatched by this route and connexion should be made with the S.S. "NORMANDIE."

Parcel mails for the U. S. A. for despatch by the S.S. "FORT AMHERST" will be accepted at the Parcel Depot up to 11 a.m. on Saturday, the 24th April.

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Monday, the 26th April. Delivery should be effected in Montreal and New York on

22nd April, 1937

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for about the following Friday. Correspondence for Great Britain and Transatlantic countries will be retained for despatch by the S.S. "NOVA SCOTIA" due to sail from St. John's for Liverpool on the 30th April, but any such correspondence endorsed "Via New York" will be forwarded for connection with the S.S. "NEW YORK" due to sail on the 1st May and reach England on the 8th May.

TELEGRAPHS

Students at Telegraph Offices

Postmasters in charge of Offices where a student has been authorised to learn telegraphy will in future send monthly progress reports to the Director of Telegraphs, and not to the Staff Clerk as heretofore.

Applications to learn telegraphy from persons outside the Service should be forwarded by the local Postmaster to the Director of Telegraphs.

British Empire-Letter Telegram Service

Cables and Wireless Ltd., have now notified this Department that they will not introduce the special cheap rate for Cable Letter-Telegrams from Newfoundland and other parts of the British Empire during the Coronation period from the 8th to the 16th May inclusive, and the notice which appeared on page 83 of the Post Office Circular of the 8th April is, therefore, cancelled.

Radio Licences Necessary for Dealers and Agents

Many Postmasters have enquired as to the position with regard to persons operating sets for demonstration purposes on behalf of dealers. It should be borne in mind that the Law provides a penalty for operating a set without a licence and, therefore, any person operating a set for any purpose must first obtain a licence. People who operate sets for demonstration purposes with the hope of making a sale are dealers and must be licensed and should report all sales to the local Postmaster at the end of each month, as required by an Amendment to the Radiotelegraph Act of 1930.

The only exception made is in cases where a dealer places a set in the home of a prospective buyer for a few days in order to demonstrate it. This is usually only for a few days and on the sale being made a licence must be obtained by the purchaser.

ACCOUNTING

Sterling Exchange Tables

Some Postmasters when using Exchange Table "F" for issuing Money Orders on England are converting amounts for 8 pence as 16 cents instead of 17 cents.

This is due to a bad figure in the table, the amount being first typed as 16 cents and changed to 17 cents.

Postmasters having tables in which this error occurs should correct same to read "8 pence equals 17 cents."

C. O. D. Parcels

It is noted that some offices accept C. O. D. parcels for despatch to non money order offices. Postmasters are reminded that C. O. D. parcels can be despatched to money order offices only.

A list of the money order offices in Newfoundland and Newfoundland-Labrador was given in Post Office Circular page 53, February 19th.

List of Outstanding Accounts

The following Offices are still omitting to attach a list of outstanding accounts to their statements:—

Pushthrough

Spruce Brook

Flat Island, P.B.

Little Bay

Arnold's Cove Station

Postmasters are reminded that a list of Charge Accounts unpaid must be attached to their weekly or monthly accounts statement. (See page 52 of the Post Office Circular dated 11th February 1937).

Coronation Stamps

1. Obtaining Supplies

As laid down on page 69 of the Post Office Circular of the 18th March all Post Offices with a stamp credit of \$50. or over must send in a requisition to the full value of their credit addressed to the Chief Accountant, General Post Office, St. John's, and any office which has omitted so far to do so should attend to this matter forthwith.

In the case of offices with a stamp credit of less than \$50. the requisitions will be prepared at Headquarters.

All Postmasters having orders for complete sets should send a special requisition to the Chief Accountant to cover the value of these requirements whatever the value of the stamp credit of their office may be.

In order to obtain further supplies of Coronation Stamps after the 12th May Postmasters will forward their requisitions on the new Requisition Forms (No. 1043) which have recently been issued and the same procedure should be followed as is laid down for requisitioning supplies of stamps in Accounting Circulars D1 and C1.

2. Procedure on the 12th May, 1937

Coronation stamps are to be put on sale at 9 a.m. on the morning of the 12th May. Postmasters are strictly forbidden, under the penalty of serious disciplinary action, to sell any of the special issues before Coronation Day.

Between now and Coronation Day Postmasters should keep their requisitions for the existing issues of stamps to the bare minimum sufficient to carry on. If they do this the value of the existing issues on hand at individual offices should be very low by Coronation Day. In order to avoid the inconvenience at Headquarters of having every Post Office in the country returning quantities of the existing issues it has been decided that offices shall continue to sell the existing issues until the stocks at individual offices are exhausted. Postmasters will have to use their discretion in this matter and continue to sell whatever stamps remain of the existing issues unless the public specially ask for Coronation Stamps. When the supply of stamps of the existing issues is exhausted Postmasters should reduce their balances so as to keep within the prescribed credit limit.

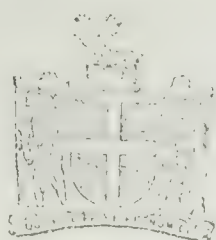
Stolen United States Postal Money Order Forms

The following U. S. A. Money Order Forms have been reported stolen:—

Beecher, Ill.	Nos. 85133 to 85000 inclusive
Seattle, Wash., Station 22	Nos. 52700 to 52800 "
Saginaw, Mich. (Sta. 11)	Nos. 31532 to 31600 "
Saginaw, Mich. (Sta. 16)	Nos. 16450 to 16600 "
Goodville, Pa.	Nos. 8546 to 8300 "

The above orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on Page 31 of the Post Office Circular of the 7th January and page 53 of the Circular of the 11th February.

POST OFFICE



CIRCULAR.

THURSDAY, 29th APRIL, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

RESIGNATIONS

- BOTWOOD** ... Mr. R. W. G. Barrett, Messenger, to take effect as from the 30th April. The Post will be upgraded to that of Messenger Assistant; salary \$180. per annum. Applications close 11th May. Advertised locally.
- FORTUNE** ... Mr. G. Mayo, Messenger, to take effect as from the 30th April; salary \$120. per annum; applications close 11th May. Advertised locally.
- CORNER BROOK** ... The resignation of Mr. E. White, Messenger, is effective as from the 30th April and not the 15th May as announced in last week's Circular.

RETIREMENTS

- PATRICK'S COVE** ... Mrs. F. M. McGrath, Postmistress and Telephone Attendant, will retire under the age limit on the 30th June 1937 next. Salary \$36. per annum. Applications close 22nd June; advertised locally.
- BISHOP'S FALLS** ... Mr. Herbert Mitchell, Messenger, ceased to be employed as from the 10th March. Salary \$120. per annum. Applications close 11th May; advertised locally.
- PORT-AUX BASQUES** ... Mr. W. Sheaves, Line Repairer, will retire under the age limit, on the 31st July next.

APPOINTMENTS

- GREENSPOND** ... Mr. W. M. Osmond to be Postmaster and Telegraph Operator as from the 1st May, 1937.
- RALEIGH** ... Mrs. Ida Elliott to be Postmistress and Telephone Attendant as from the 1st May, 1937.
- BURIN BAY ARM** ... Mrs. Richard J. Broydell to be Telephone Attendant as from the 1st May, 1937.

TRANSFERS

- ST. JOHN'S, HEAD TELEGRAPH OFFICE** ... Miss Isabelle Gibbons, Assistant at Burin, to be transferred to the Head Telegraph Office, St. John's, as from the 1st June, 1937.
- BURIN** ... Mr. Stephen Dicks, Postmaster at Lomond, to be transferred to Burin as Assistant as from the 1st June, 1937.

VACANCIES

Applications addressed to the Secretary, Department of Posts and Telegraphs, will be accepted for consideration up to the 13th July next for the post of **Line Repairer** at a salary of \$600 per annum. The position is a permanent one in the Civil Service and the usual conditions of leave, pension, etc., will apply. The successful candidate will be required to do maintenance work on the Department's main line route from St. George's to Port-aux-Basques or elsewhere as required.

Candidates should state their names in full, date of birth, educational qualifications, whether married or unmarried, experience and the names of two persons to whom application may be made with reference to character.

The successful candidate will be required to furnish a certificate of medical fitness.

Postmasters should copy this notice neatly and exhibit it in a conspicuous place on the public side of their offices.

Change of Status

As from the 1st June, 1937, Lomond will be converted from a Postal Money Order-Telegraph to a Postal-Money Order-Telephone Office.

Correction

The vacancy salary advertised for Westport in the Post Office Circular of the 15th April was \$180. per annum. This figure should be corrected to \$96. per annum.

Leave

Postmasters and other Officers when applying for special leave should state the period for which such leave is desired, the reasons for wanting leave and the name of the person proposed as relief. Only by giving full information at the time of application is it possible to avoid what should be unnecessary correspondence in the matter.

Statistical Period

Postmasters are reminded that the Statistical period terminates on the 30th April, after which date Postmasters should complete immediately Forms 1212, 1213 and 1214, and forward them without delay to the Statistical Officer, General Post Office, St. John's.

MAILS

Summer Courier Services

KEELS TO PORT REXTON ... Effective from the 4th May and until the 7th June, the Courier will make his round trip each Tuesday.

Effective from the 7th June the round trip will be made each Monday instead of Tuesday.

WHITBOURNE TO BELLEVUE EAST ... Effective from the 7th May and until the 9th June, the Courier will make his round trip from Bellevue East to Whitbourne each Friday.

He will receive mails at Whitbourne from Thursdays No. 1 Express and leave mails to connect with No. 2 Express. Effective from the 9th June he will make his round trip each Wednesday. He will receive mails from Tuesdays No. 1 Express and leave mail for Wednesdays No. 6 Express.

GRATES COVE TO CARBONEAR ... (a) From the 5th May to the 5th June the Courier will make his trips to Carbonear and return each Wednesday and Saturday.

(b) Effective from the 7th June he will change from Wednesday and Saturday to Monday and Thursday.

(c) On Thursdays he will call at Victoria for and with mails.

(d) The Courier from Bay de Verde will connect at Old Perlican both morning and evening on the days indicated above.

TRINITY BAY SOUTH ... (a) From the 4th May until the 4th June, the Courier will make his trips to Whitbourne each Tuesday and Friday. Effective from the 9th June, he will change from Tuesday and Friday to Wednesday and Friday.

- (b) From the 3rd May, the Courier from Heart's Content to Carbonear and to Brownsdale will make his trips each Monday during the period of his contract. He will call at Victoria for and with mails.
- (b) From the 3rd May, the Courier from Heart's Content to Brownsdale will make his trips each Wednesday and Saturday. Effective from the 10th June, he will change from Wednesday and Saturday to Thursday and Saturday.

Inward Mails

Effective from the 3rd May to the 6th June mails will be despatched to all offices Whitbourne (exclusive) to Brownsdale (inclusive):

- (a) Via Whitbourne each Monday and Thursday.
- (b) Via Carbonear each Saturday.

Effective from the 8th June the despatch via Whitbourne will be on Tuesday and Thursday.

Outward Mails

Effective from the 3rd May, mails will be despatched as follows:—

- (a) Via Carbonear each Monday.
- (b) Via Whitbourne each Tuesday and Friday.

Effective from the 9th June, the despatch via Whitbourne will be on Wednesday and Friday.

FOREIGN MAILS

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Thursday, the 29th April. Delivery should be effected in Montreal and New York on or about Monday, the 3rd May. Correspondence for Great Britain and Transatlantic countries will be retained for despatch by the S.S. "NOVA SCOTIA" due to sail from St. John's for Liverpool on the 3rd May. Mails for this despatch will close at 9 a.m. on Saturday, the 1st May, but any such correspondence endorsed "Via New York" will be forwarded for connexion with the S.S. "QUEEN MARY" due to sail on the 5th May and arrive at Southampton on the 10th May.

Letters and Postcards only, fully prepaid, for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 11 a.m. (provisional timing) on Saturday, the 1st May, for despatch same day by the S.S. "FORT TOWNSHEND." Delivery should be effected in Montreal and New York on or about Wednesday, the 5th May. Correspondence for Great Britain and Transatlantic countries, must be endorsed "Via New York" in order to be despatched by this route, and connexion should be made with the S.S. "QUEEN MARY." This despatch by the "FORT TOWNSHEND" is dependent upon the boat sailing from St. John's at the usual time on Saturday for Furness Red Cross steamers.

Parcel mail for the U. S. A. for despatch by the S.S. "FORT TOWNSHEND" will be accepted at the Parcel Depot up to 6 pm. on Friday, the 30th April.

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Monday, the 3rd May. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion at Montreal with the S.S. "DUCHESS OF BEDFORD" due to sail on the 8th May and arrive in England on the 16th May.

TELEGRAMS

Mothers' Day Greeting Service to European Countries

A Mothers' Day Greeting Service by cable, at reduced rates, will be available between all points in Newfoundland and Great Britain, Ireland, Germany and Danzig, during the period 3rd to the 8th May inclusive. Messages, which will be selected from a list of fixed texts, will be delivered on the 8th May or on Mother's Day, which is the 9th May.

The flat rate will be \$1.00 per message (plus the Government tax of 10 cents) to any address and the messages will be selected from the list given below:—

1. Mothers' Day Greetings and best love.
2. Greetings and love to-day and every day.
3. Hearty good wishes on Mothers' Day.
4. Best love to the best of Mothers.
5. Greetings on Mothers' Day and love to all.
6. Mothers' Day Greetings, love to all at home.
7. A thought on Mothers' Day and love.
8. God be with you to-day and always.
9. Greetings and love to my best Girl
10. With you to-day in loving thought.

Care should be taken not to confuse the above list of fixed texts, which is applicable only to cable traffic, with the list given in the Post Office Circular of the 15th April, which is to be used for the inland telegraph service.

The rules governing Greetings Telegrams for the inland service will apply, the indicator "GTG" being shown in lieu of the check.

Greetings Messages will be delivered in English or German according to the sender's wishes. If in German the language indication must be given; e.g., "German 5." If there is no such indication the message will be delivered in English.

Telegraph delivery in Great Britain and Ireland will be effected only at the following places where cable branch offices are established: Belfast, Bristol, Birmingham, Bradford, Dundee, Glasgow, Edinburgh, London, Manchester, Newcastle-on-Tyne, Southampton. Greetings messages to other points in Great Britain and Ireland will be mailed from the Cable Office nearest to destination and should, therefore, show the full mailing address. No charge will be made for postage.

Mothers' Day Greetings Messages of the sender's own composition (indicator XLT) will be available to other countries during the period 3rd to the 8th May inclusive. The appropriate charge will be one-third of the ordinary full rates with a minimum of ten words (plus the Government tax of 10 cents).

The indicator "XLT," which precedes the address, will be a chargeable word.

Radio Licences

Postmasters are reminded that correct lists of all persons operating radio sets in the areas served by their offices are to be supplied to the Chief Inspector of Wireless as soon as possible. All names shown on the lists sent out from the Head Office should be mentioned with appropriate notations as to whether these persons are or are not now operating a radio set.

The date of expiry should be shown on each radio licence issued, e.g., "30th June 1937." All licences should be prepared neatly in ink. It is forbidden to use pencil.

ACCOUNTING

Telegraph Money Orders

Contrary to instructions many Postmasters are sending telegrams of advice in connexion with telegraph money orders before the covering money order has been issued. In many cases the numbers quoted in the advice do not correspond with the actual order or orders issued; in other cases the order is not issued at all until an enquiry has been sent from the Accounts Office.

A strict check must be maintained on all Telegraph Money Orders to see that the number and amount quoted in the advice corresponds with that of the money order.

In future, at all offices where the staff consists of an Assistant, in addition to the Postmaster, the telegram of advice should be initialled by a second officer who should, in the case of the originating office, verify that the appropriate money order or orders have been duly prepared and the telegram of advice correctly made out, and in the case of the paying office, that the amount of the order shown in figures and in words agree, and if the money order is in excess of \$100. the appropriate number of orders are advised; e.g. for an amount of \$350. the numbers of four orders should be advised.

Stolen Canadian Postal Money Order Forms

The following Canadian Money Order Forms have been reported stolen:—

Ste. Brigide d'Iberville, P.Q. Nos. 8740 to 8800 inclusive

The above orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on Page 31 of the Post Office Circular of the 7th January, and page 53 of the Circular of the 11th February.

POST OFFICE



CIRCULAR.

THURSDAY, 6th MAY, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

RESIGNATIONS

CHANGE ISLANDS Miss M. Hoffe, Messenger, to take effect as from the 31st May.
Salary \$120. per annum. Applications close 25th May.
Advertised locally.

FOREIGN MAILS

Correspondence for Canada, the U. S. A. and American Countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.), for despatch same day, on Thursday, the 6th May. Delivery should be effected in Montreal and New York on or about Monday, the 10th May. Correspondence for Great Britain and Transatlantic Countries, endorsed "Via New York" will be forwarded by this despatch for connexion with the S.S. "AQUITANIA" due to sail from New York on the 12th May and arrive at Southampton on the 18th May.

Letters and Post Cards only, fully prepaid, for Canada, the U. S. A. and American Countries generally, and also for Great Britain and Transatlantic countries, if endorsed "VIA NEW YORK," will be accepted up to 11 a.m. (provisional timing) on the 8th May, for despatch same day by the S.S. "FORT AMHERST." Delivery should be effected in Montreal and New York on Wednesday the 12th May. Transatlantic correspondence should secure connexion with the S.S. "AQUITANIA."

Parcel mails for the U. S. A. will close at the Parcel Post Depot at 6 p.m. on Friday, the 7th May, for despatch by the S.S. "FORT AMHERST" on Saturday, the 8th May.

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Monday, the 10th May. Delivery should be effected in Montreal and New York on or about the 15th May. Correspondence for Great Britain and Transatlantic Countries will connect with the S.S. "MONTCLARE" due to sail from Montreal on the 15th May and arrive at Southampton on the 23rd May, but any such correspondence endorsed "Via New York" will be forwarded for connexion with the S.S. "EUROPA" due to sail from New York on the 16th May and arrive at Southampton on the 21st May.

C. O. D. PARCELS—TREATMENT AT THE OFFICE OF DELIVERY

Further to the Article which appeared in the Post Office Circular of the 11th March 1937, Page 66, under the above heading:—

Many Postmasters are not yet giving proper attention to part "D" of the C. O. D. Card. It is a common occurrence to find that this card has been forwarded to the sender of the parcel, to which it was originally attached and not to the office of despatch. There is absolutely no reason why this should be done; further the treatment of the card in this manner is direct evidence of carelessness on the part of the official at the office of delivery. Again in many instances when the card is actually returned to the office of despatch it does not bear the necessary information relative to the disposal of the parcel, etc., without which it is of little value.

Offending officials in this connexion are reminded that unless improvement is shown disciplinary action will be taken.

TELEGRAPHS

Telegraph Facilities at Botwood

Mr. A. M. Carew, Manager, Placentia Wireless Station, is at Botwood in connexion with providing special facilities to take care of the press traffic expected to arise out of the experimental Transatlantic Air Flights.

A temporary Telegraph Office will be opened in the old Post Office building, and extra circuits are being connected between Botwood and the Department's trunk lines at Bishop's Fall.

Errors, Delays and Failures

For the month of March there were recorded 2 errors, 9 cases of delay and 3 failures. The following offices were involved:

	Cases		Cases
St. John's Head Office	3	King's Cove	1
St. John's East End P. O.	3	Lewisporte	2
Campbellton	2	Bonne Bay	2
Curling	1	Hermitage	1

Where the responsibility for an error cannot be definitely fixed the case is recorded against both the offices involved.

A fine of 50 cents was imposed on Mr. L. V. Rowsell, Postmaster, King's Cove, for a lost telegram on which a refund had to be made.

The other two cases of failure of service recorded were due to the office of destination failing to report non-delivery.

It is a well recognized telegraph principle that a telegram is assumed to be delivered if a notice of non-delivery has not been received. It is essential that notices of non-delivery be issued from the office of destination immediately after it has been definitely established that the addressee cannot be located.

Errors in Telegraph Transmission

Despite the instructions contained in Secretary's Circular No. 97 issued on the 21st October, 1936, several errors have been reported in telegrams transmitted over telephone circuits.

Attention is again drawn to the importance of confirming by analogy all words difficult of reception over telephone circuits. The following Standard analogy was shown in Secretary's Circular No. 97:—

A Albert B Billy C Charlie D Daniel E Edward
 F Freddie G Garland H Harry I Ireland J Jennie
 K Katie L Leonard M Mary N Nora O Ollie P Peter
 Q Queen R Robert S Samuel T Tommy U Uncle V Victor
 W William X for Xmas Y Yellow Z Zebra

Traffic

The total number of paid telegrams for March was 33,072, of which 296 were sent by the Priority Service. The total for March 1936 was 25,243.

The number of service messages for March was 4,689 as compared with 5,618 for March 1936.

The Public Message Service consisted of 8,104 words, which is the equivalent of 540 ordinary telegrams on each of the ten circuits at St. John's or 5,400 telegrams in all.

In March there was an increase of 897 messages received at the counter at St. John's and an increase of 882 messages delivered at St. John's over March 1936.

Easter Greetings Service

5,796 Easter Greetings Messages were sent during the Easter period 1937. This is an increase of 2,700 over the number sent during the same period in 1936 when 3,096 messages were sent.

Telegrams to Government Departments

It appears that despite the instructions contained on page 43 of the Post Office Circular of 28th January, Postmasters are still accepting telegrams for Government Departments not fully paid. The following notice was sent to all Offices by Public Despatch on the 4th May:—

"All telegrams to the Department of Public Health and Welfare and War Pensions must be paid unless they emanate from Department Officials, such as Relief Commissioners, Medical Health Officers and Relief Inspectors. Signed J. H. Small, Director of Telegraphs."

Postmasters will please note that in future any such telegrams accepted and sent collect will be charged against the official who accepts the telegram.

STANDARD TIME

Postmasters will please note that in accordance with the Standard Time (Newfoundland) Act of 1935, on Midnight Sunday, the 9th May, clocks will go forward one hour. Postmasters should govern themselves accordingly so that they will not miss their schedules on Monday, the 10th May.

RADIO RECEIVING LICENCES

When compiling lists of Radio Operators to be sent to the Chief Inspector of Wireless and Licensing out licences, the following information should be given in all cases wherever possible:

Name in full. Full Christian names to be shown, not initials.

Place name, and District.

Street name and street number.

This information is necessary to avoid confusion between persons of the same name and same initials, or persons living in different settlements or sections of the same settlement.

Those Offices which have already sent in lists or issued licences on which this information has not been shown should send the information by first mail.

ACCOUNTING

Transmission of Accounts to Headquarters

It has been brought to notice that Postmasters are forwarding Accounts to Headquarters without having the name of the office or the signature of the Postmaster. This is strictly against regulations issued in connexion with forwarding statements to Head Office. Postmasters should be aware that in future the name of the Office must be written on the statement, and also the Postmaster must sign all statements sent to Head Office.

Use of Remittance Forms

Remittance Forms are not to be used to show credits other than actual cash sent to the Office. All other credits are to be shown on the statements of account at the end of the accounting term.

Telephone Connecting Offices

The attention of Postmasters of Telephone Connecting Offices is again directed to the instructions issued in Accounting Circular A 1 and B 1. Statements are being received at Head Office which are not made out in accordance with these instructions. In cases where reports are received at a connecting office improperly prepared the Postmaster sending such reports should be instructed in their preparation so that unnecessary correspondence from Head Office may be avoided.

Remittances for Radio Licences

It would appear that Postmasters are not paying attention to the instructions issued in the Post Office Circular of the 8th April. Remittances are being received from Postmasters in payment of Radio Licences without giving the necessary details, such as the number of the licence issued or the name of the party to whom the licence is issued. When remittances are being forwarded to the Cashier for Radio Licences the number of the licences for which the amount is sent should be stated, e.g. Nos. 507 to 515, 9 licences, \$18. The same information should be shown when taking credit on the general statement form. All instructions contained in the Post Office Circular from time to time must be strictly carried out. Postmasters who do not understand just what is meant in connexion with any particular instruction should write to the Chief Accountant regarding any points not understood by them. Serious notice will be taken of all omissions to carry out instructions in future.

POST OFFICE



CIRCULAR.

THURSDAY, 13th MAY, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENTS

Vestport Mr. S. G. Jacobs to be Postmaster and Telephone Attendant, as from the 16th May.

Bonne Bay Mr. G. F. Taylor to be Messenger as from the 1st May.

Porter Brook Mr. G. Layden to be Messenger as from the 1st May.

Porter Brook Mr. E. W. Parsons to be Messenger as from the 1st May.

RESIGNATIONS

Grates Cove Mr. E. J. Snelgrove, to take effect as from the 31st May. Salary \$120. per annum; applications close 25th May. Advertised locally.

RETIREMENTS

St. John's, G. P. O. Mr. Herbert Boone, Letter Carrier, ceased to be employed as from the 17th April.

LEAVE

In every case when leave is granted the Staff Clerk should be notified by wire of the commencement and end of leave.

Whenever the official in charge is relieved he should pass over all cash, stock and office equipment to his relief, obtain a receipt for these amounts and notify the Accountant by wire the amounts passed over. The relief should notify the Accountant by a separate wire the amounts taken over. The same procedure should be followed at the expiration of leave.

Unless special authority has been obtained an official on leave must absent himself from the office until the expiration of his leave.

FOREIGN MAILS

Correspondence for Canada, the U. S. A. and American countries generally will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 13th May. Delivery should be effected in Montreal and New York on or about Monday, the 17th May. Correspondence for Great Britain and Transatlantic Countries endorsed "Via New York" will be forwarded by this despatch for connexion with the S.S. "NORFOLK" due to sail from New York on the 19th May and arrive at Southampton on the 24th May.

Letters and postcards only, fully prepaid, for Canada, the U. S. A. and American Countries generally, and also for Great Britain and Transatlantic Countries, if endorsed "Via New York", will be accepted up to 11 a.m. (provisional timing) on the 15th May, for despatch same day by the S.S. "FORT TOWNSHEND". Delivery should be effected in Montreal and New York on Wednesday, the 19th May. Transatlantic correspondence should secure connexion with the S.S. "BERENGARIA" due to sail from New York on the 20th May.

Parcel mail for the U. S. A. will close at the Parcel Post Depot at 6 p.m. on Friday, the 14th May, for despatch by the S.S. "FORT TOWNSHEND" on Saturday, the 15th May.

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Monday, the 17th May. Delivery should be effected in Montreal and New York on or about the 21st May. Correspondence for Great Britain and Transatlantic Countries, will connect with the S.S. "DUCHESS OF YORK" due to sail from Montreal on the 21st May and arrive at Southampton on the 29th May, but any such correspondence endorsed "Via New York" will be forwarded for connexion with the S.S. "BREMEN" due to sail from New York on the 22nd May and arrive at Southampton on the 27th May.

EMPTYING MAIL BAGS

It is to be regretted that it should be necessary to repeat constantly instructions which have appeared in previous issues of the Post Office Circular. Despite the instructions in the Secretary's foreword on page 1 of the Circular, Postmasters are apparently not reading each Circular as it is issued.

On the 1st May a bag labelled "Empties" was received at the St. John's Post Office. On examination one of the presumed empty bags was found to contain a small parcel and a package of letters included in which were six registers.

It is evident from this that the instructions on page 33 of the Post Office Circular of the 14th January, with reference to emptying mail bags, are not being followed at all offices. All Postmasters, and especially those in charge of distribution offices, are again instructed to make sure that all mail bags are emptied by turning them inside out.

A despatch mail must in no circumstances be included in a bag labelled "Empties."

Any future cases of non-observance of these regulations will be dealt with severely.

RETURN OF EMPTY MAIL BAGS

There is reason to believe that in some cases the instructions given on page 83 of the Post Office Circular of the 8th April, regarding the return of empty mail bags, are not being complied with.

Postmasters should realise that especially at the present time during the change-over from the Winter to the Summer schedule, all and every available bag is needed in St. John's. To avoid overproduction and unnecessary expense the number of bags in the Service must be kept at a minimum and to do this the co-operation of all Postmasters is requested. Please see that all available bags are returned to the General Post Office, St. John's, by first mail.

COURIERS

NOTRE DAME BAY SERVICE—

The S.S. "CLYDE" is scheduled, subject to ice conditions, to leave St. John's at 3 p.m. on Monday, the 10th May, to take up the Notre Dame Bay-Green Bay Service.

She will leave Lewisporte, subject to ice conditions, on Friday, the 14th May, for regular ports on the Green Bay route. Couriers on these routes, who have signed their temporary contracts, will take up their services the same as last year.

ST. JOHN'S-HUMBERMOUTH SERVICE

No definite announcement has been made regarding the sailing of the S.S. "NORTHERN RANGER." The scheduled date is subject to ice conditions. The Couriers on this route are the same as last year and they will take up their services on the first trip of the "RANGER" making connexions with her both going and returning.

CORONATION STAMPS

Instructions were given on page 69 of the Post Office Circular to the effect that Coronation stamps were not to be put on sale until the 12th May. Despite these instructions some Postmasters proceeded to sell them immediately after they were received.

It is very evident, therefore, that proper attention is not being given to instructions issued through the medium of the Circular. All officials must understand that the Circular issued week-contains only official instructions and information for their guidance, and unless it is read and instructions carefully followed it is of little value. Officials are, therefore, warned that disciplinary action will be taken against future offenders in this connexion.

STORES

Use of Stores Requisition Forms

It is necessary that when requisitioning for supplies the proper requisition forms are used. Any office is without these forms a request for some should be made to the Controller of Stores.

There are two columns for use by the official making the requisition:

(1) **Quantity required.** This column must be filled in with a definite number. In future requisitions received giving no definite number in this column, or requisitions for a "supply" of various materials, will be returned for correction.

(2) **Description.** This column is to be used to describe the material required. When a standard form is required both the Form No. and the name should be given, for example:—"Non-Money Order Accounts Sheets, Form No. 1020." If there is no Form No. a general description of the article should be given.

It has been the practice at several offices to make requisition for a "Set of Batteries" or a "Set of Tubes." When requisitioning for batteries the number and name required should be stated, for example, "1 A. Battery, 5 B. Batteries."

When requisitioning for Transmitter Tubes it should be borne in mind that some Transmitters require different numbers of tubes than others. It is essential, therefore, that the number of tubes required should be stated, as for example "1 Set of 2 Transmitting Tubes," or "1 Set of 3 Transmitting Tubes," as the case may be.

Only the official in charge is authorised to sign requisitions.

Return of Material

It is necessary that disused instruments, such as telephones, receivers, transmitters, etc., be returned promptly to the Stores. They should be packed carefully and addressed "To the Controller of Stores, G. P. O. St. John's, from the Postmaster at _____"

Telegraph and Wireless Instruments should be expressed. Telephones should be returned by freight.

Letter Scales

There is a limited number of Letter Scales on hand at the Stores Department, which will be supplied to the larger offices which have not already been supplied. Requisitions for these scales should be made to the Controller of Stores.

TELEGRAPHS

Covering Community Telephone

Secretary's Circular No. 87 of the 12th June, 1936, is repeated for information:—

Community Telephone lines are maintained by the community without any charge on this Department except the pole line hardware necessary to keep the system in operation. The following regulations govern the operation of the Telephones:

1. Telephones on community lines are the property of the Department and may be withdrawn if carelessly handled or injured.
2. Telephones should be placed in a location accessible to the public wherever possible.
3. Where the telephone is in the private section of the Post Office on a community circuit the Postmistress may admit a person to the telephone to use it (Secretary's Circular notwithstanding).
4. Only one person may be admitted to the private office at a time and in the Postmistress' presence who will not leave the room during the time the person using the telephone is there.
5. The Telephone Attendant will in all cases ring up the party wanted at the other end and will not admit the person desiring to use the telephone to the office until the person is connected at the receiving end.
6. The Telephone Attendant or Postmistress is at all times responsible for the safe-keeping of the Post Office property, stamps, cash, telegrams, etc., and must see that these items are protected and not left in view of the person admitted.
7. If the required party is not near, the Attendant at the receiving end may be requested to call him to the telephone to speak to the sender, or may pass along the verbal message.
8. The minimum charge to use a community telephone is five cents (5) cents for five minutes conversation and five cents for every five minutes or less over the first five minute period.
9. This service is performed by the attendants for the community and is not official. The tolls, therefore, will be retained by the Attendant at the Office of call as remuneration for the time taken to put through the call.
10. There are no definite hours of service.

N.B.—The above regulations became effective 9 a.m. July 1st, 1936.

POST OFFICE



CIRCULAR.

THURSDAY, 20th MAY, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENTS

MOND ... Miss Edna M. Batten to be Postmistress and Telephone Attendant as from the 1st June.

ORTUNE ... Mr. G. A. Morris to be Messenger as from the 1st June.

C. JULIENS ... Mr. W. E. Woolgar to be temporary Postmaster and Telegraph Operator for the Summer season as from the 1st June.

UMBERMOUTH ... Mrs. Jas. Hann, Jr., to be Postmistress and Telephone Attendant as from the 1st June.

NEW OFFICES OPENED

A Wireless Station will be opened at St. Juliens on the 1st June and will close on or about the 30th November. This office will replace the Wireless Station at Fishot Island, which will not open for the Summer.

Mr. W. E. Woolgar will be the official in charge.

On the 1st June a new Office will be opened at Humbermouth in the building formerly called the old Post Office Building. This Office will handle all classes of Postal, Money Order and Telegraph business. Telegrams handed in at Humbermouth will be transmitted by telephone to St. John's.

Mrs. Jas. Hann, Jr., has been appointed Postmistress.

MAILS

Mail Bag Labels

Three kinds of labels as follows are used in the inland mail service:—

1. Written White.
2. Printed White.
3. Printed Green.

The written White Label is used for despatch of all classes of mail by the Travelling Post Offices, (Steamers and Trains).

The printed White Label is used by the St. John's General Post Office for the despatch of Letter and Paper mails, and by the Newfoundland Assorting Office at North Sydney (Note the label used at St. John's bears the notation "From St. John's" and the Label used at North Sydney bears the notation "From North Sydney.")

The printed Green Label is used at the St. John's General Post Office, Parcel Post Section, for the despatch of Parcel Post bags only.

Postmasters are instructed to note that in the event of the necessity for a report on mis-sorted articles from St. John's, North Sydney or the Travelling Post Offices, or for enquiry regarding a missing article from the mails, it is always necessary to enclose with the report the label from the bag which contained the mis-assorted articles or from which an article was missing. The label helps to establish the point at which the irregularity occurred and is, therefore, essential for the purpose of the subsequent investigation.

All surplus labels should be returned to the General Post Office, St. John's. In no circumstances should they be hoarded or destroyed.

FOREIGN MAILS

Correspondence for Great Britain, Canada, the U. S. A. and Foreign Countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Thursday, the 20th May. Delivery should be effected in Montreal and New York on or about Monday, the 24th May. Correspondence for Great Britain and Transatlantic countries will connect at Montreal with the S.S. "MONTCALM" due to sail from that port on the 26th May and reach England on the 3rd June, but any such correspondence which is endorsed "Via New York" will be forwarded to connect with the S.S. "QUEEN MARY" due to sail from New York on the 26th May and arrive at Southampton on the 31st May.

Letters and Postcards only, fully prepaid, for Canada, the U.S.A. and American countries generally, and also for Great Britain and Transatlantic countries, if endorsed "Via New York" will be accepted up to 11 a.m. (provisional timing) on the 22nd May for despatch same day by the S.S. "FORT AMHERST." Delivery should be effected in Montreal and New York on or about Wednesday, the 26th May. Transatlantic correspondence should secure connexion with the S.S. "QUEEN MARY."

Parcel mail for the U.S.A. will close at the Parcel Depot at 6 p.m. on Friday, the 21st May, for despatch next day by the S.S. "FORT AMHERST."

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Monday, the 24th May. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic Countries will connect at Montreal with the S.S. "DUCHESS OF ATHOLL" due to sail on the 28th May, and reach England on the 5th June, but any such correspondence endorsed "Via New York" will be forwarded for connexion with the S.S. "PARIS" due to sail from New York on the 28th May and arrive at Southampton on the 3rd June.

TELEGRAPHS

St. Pierre, Miquelon. Rates for Telegrams

Effective as from the 1st June next the rate on telegrams to St. Pierre from all points on the Department's Telegraph and Telephone system will be as follows:—

Full Rate. First ten words, 50c.; each additional word 4c.

Day Letter Rate. First fifty words 75c.; each additional 10 words or fraction of ten words 15c.

Night Letter Rate. First fifty words 50c.; each additional 10 words or fraction of ten words 10c.

The Government tax of 10 cents must be added to the above rates in all cases.

Domestic or Newfoundland Count will apply. Figures are counted at the rate of five figures to a word.

These changes of rates should be made on page 32 of all Tariff Books.

Telegrams Deposited in Post Office Letter Boxes

It sometimes happens that the public deposit telegrams, with money to cover the telegraph cost, in Post Office Letter Boxes, owing to the fact that the offices are closed or the Postmaster is away from the office delivering a telegram, and cases have come to notice where telegrams dropped in the boxes in this way have suffered considerable delay owing to the Postmaster failing to clear the letter box frequently.

Letter Boxes should be cleared at intervals during business hours and invariably shortly before closing business for the day.

Telegrams Handed in at Telephone Offices

The filing time of a telegram originating at a Telephone Office must be transmitted after the Office of origin and not following the name of the Controlling Telegraph Office as is the practice at some offices.

Excessive Delay in Transmission

Inland telegrams which take over two hours or more to be transmitted between the office of origin and office of destination should be reported by service message to the Superintendent, Telegraph Branch, St. John's, for enquiry into the reason for the excessive delay.

Public News Despatch

It has come to notice that certain Offices are in the habit of copying the Public News Despatch on loose sheets of paper which, in a short time, become mutilated and unreadable. It is also known that some of the smaller offices do not take the trouble to copy the News.

It must be clearly understood that the Public News Despatch must be taken down every day and copied in the Book specially provided for the purpose, and this book must be placed in the public office within easy access to members of the public. The Despatch is a public service and the public have a right to expect it daily at all offices.

ACCOUNTING

Errors in Money Orders

The following is a list of Offices with the number of errors in the Money Order Service the officials at those Offices have been responsible for during the month of March last. Only offices where the number of errors was as many as four or more have been recorded:—

Office	No. Errors	Orders Issued and Paid During Period in Which Errors Were Made
Aguathuna	5	76
Argentia	4	63
Badger	5	211
Branch	4	22
Cape La Hune	9	29
Cape Race	4	34
Chance Cove East	4	23
Corner Brook	5	1585
Ellis' on	5	62
Flat Island, P.B.	7	65
Fox Harbour	4	63
Heart's Content	6	167
Joe Batts Arm	4	67
King's Point	5	63
Lawn	4	32
Lewisporte	6	147
Roberts Arm	5	21
St. Jacques	5	69
St. John's West	7	90
Victoria Village	4	47
	102	2936

The total number of orders Issued and Paid during the period in which these errors were made is as follows:—

	March
Number of Orders Issued	18,157
Number of Orders Paid	7,948
Total	26,105
Total number of errors	320
Percentage of error	1.2

i.e. 12 errors per every thousand orders issued and paid.

The most frequent kinds of errors are those which were detailed on page 32 of the Post Office Circular of the 7th January.

The number of figure errors in money orders are in the proportion of 4 errors for every thousand orders Issued and Paid.

Application for Refund of Duty

The attention of all Postmasters is again drawn to Form No. 1005. Officials are reminded that unless the Application is made on the proper form no refund will be considered. Postmasters will, therefore, see that copies of this Form are always kept on hand, thus avoiding delay and cause for complaints from members of the public.

Stolen United States Postal Money Order Forms

The following U. S. A. Money Order Forms have been reported stolen:

Chula, Mo.....	Nos. 67424 to 68000 inclusive
Crystal Springs, N. Dak	Nos. 28646 to 29000 inclusive
Eugene, Mo.....	Nos. 40959 to 41000 inclusive
Fruitland, Utah.....	Nos. 11593 to 11600 inclusive
Jesterville, Md.....	Nos. 12341 to 12344 inclusive
Texa, Ark.....	Nos. 159601 to 160000 inclusive
Randallstown, Md.	Nos. 37909 to 39000 inclusive
White Sulphur Springs, La.....	Nos. 3391 to 3400 inclusive

The above orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January and page 53 of the Circular of the 11th February.

POST OFFICE



CIRCULAR.

THURSDAY, 27th MAY, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENTS

SHOP'S FALLS Mr. James White to be Messenger as from the 1st June, 1937.

ST. ANTHONY Mr. A. C. Bradbury to be honorary Postmaster in place of Mr. (International Grenfell Association) R. R. B. Attridge, leaving St. Anthony.

NOTICE

Postmasters at Money Order Non-Telegraph Offices, who have spare copies of the Post Office Circular previous to the issue of the 4th February, will please return them to Head Office by first mail.

These Circulars are Post Office property. In case of a change of official, through resignation or transfer, they must be passed over to the new appointee, together with all other Post Office equipment.

MAILS

Postal Services

Effective Sunday, the 6th June, the tri-weekly Express Train Service will be resumed.

The following changes in the Summer Courier Services will become effective on the dates indicated:

Grates Cove to Carbonear and Bay de Verde to Old Perlican

Effective from Monday, the 7th June, the Couriers will make their bi-weekly trips each Monday and Thursday instead of each Wednesday and Saturday. The Courier to Carbonear will call at Victoria both going and returning each Thursday.

Trinity Bay South

- (a) Effective from Wednesday, the 9th June, the Courier from Heart's Content to Whitbourne will make his bi-weekly trips each Wednesday and Friday instead of each Tuesday and Friday.
- (b) Effective from Thursday, the 10th June, the Courier from Heart's Content to Brownsdale will make his bi-weekly trips each Thursday and Saturday instead of each Wednesday and Saturday.
- (c) The weekly service from Heart's Content to Carbonear and return to Brownsdale will continue on each Monday as at present. The Courier will call at Victoria both going and returning.

Whitbourne to Bellevue East

Effective from Wednesday, the 9th June, the Courier will make his weekly trip each Wednesday instead of each Friday.

Clarendville to Hickman's Harbour

Effective from Wednesday, the 9th June, the Courier will make his weekly trips each Wednesday instead of each Friday. He will leave Clarendville for Hickman's Harbour after the arrival of No. 6 Express, about 1 p.m.



5. Milton to Thoroughfare, and Deer Harbour to Thoroughfare

Effective from Thursday, the 10th June, the Courier will make his weekly trip each Thursday. The Courier from Milton will remain at Thoroughfare two hours and will return to Milton in sufficient time to connect with train leaving Bonavista 8 p.m. each Friday.

6. King's Cove to Port Rexton

Effective from Monday, the 7th June, the Courier will make his weekly trips each Monday instead of Tuesday.

7. Cape Freels to Gambo

Effective from Sunday, the 6th June, mail for this route will be despatched 10 a.m. each Sunday.

The Courier will reach Gambo in time to connect with this train and remain until Monday morning to connect with No. 2 Express East bound.

The Express arrives at Gambo about 5.50 p.m. on Sunday, and about 2 a.m. on Monday.

Despatch of Mails

1. Trinity Bay South—Effective the 5th June

Inward mails to all Offices, Blaketown to Brownsdale (both inclusive) will be despatched from St. John's, as follows:

(a) Via Carbonear at 6 p.m. each Saturday.

(b) Via Whitbourne 5 p.m. each Tuesday and Thursday.

Outward mails from the same Offices will be despatched as follows:

(a) By Courier from Heart's Content to Carbonear each Monday.

(b) By Courier from Heart's Content to Whitbourne each Wednesday and Friday.

Courier to leave Heart's Content about 7 a.m.

2. Whitbourne to Bellevue East—Effective the 8th June

Outward each Tuesday, 5 p.m. Inward each Wednesday.

3. Clarenville to Hickman's Harbour—Effective the 6th June

Outward by each Express to Clarenville. Inward via Clarenville each Wednesday.

4. Milton to Thoroughfare and Deer Harbour—Effective the 6th June

Outward by each Express to Milton. Inward via Milton each Friday.

5. King's Cove to Port Rexton—Effective the 6th June

Outward each Sunday to Port Rexton. Inward each Monday via Port Rexton, and both outward and inward by "SAGONA" and "Northern Ranger."

6. Cape Freels to Gambo—Effective the 6th June

(a) Outward. Via Gambo each Sunday for all points on this route to Cape Freels.

(b) " By "SAGONA" for all points from Valleyfield to Newtown and Pinchard's Island.

(c) " By "Northern Ranger" for all points Wesleyville to Newtown and Pinchard's Island. Mail for Newtown and Pinchard's Island will be included in both (b) and (c) with Wesleyville and will be delivered to the addressees at Wesleyville office if called for. If not called for it will be despatched to Newtown via boat from Gambo.

Inward. Via Gambo each Monday, and by "SAGONA" and "NORTHERN RANGER."

7. Carbonear to Grates Cove—Effective the 7th June

Outward mails for this route will be despatched to Carbonear as frequently as the train operates. Inward from Grates Cove and intermediate offices each Monday and Thursday. The Courier will leave Grates Cove about 8.30 a.m.

Foreign Mails

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Thursday, the 27th May. Delivery should be effected in Montreal and New York on or about Monday, the 31st May. Correspondence for Great Britain and Transatlantic countries will



back for despatch by the S.S. "NEWFOUNDLAND" due to sail from St. John's for Liverpool on the 28th May, but any such correspondence, which is endorsed "Via New York" will be forwarded to connect with the S.S. "NORMANDIE" due to sail from New York on the 2nd June and arrive at Southampton on the 7th June.

Letters and Postcards only, fully prepaid, for Canada, the U. S. A. and American countries generally, and also for Great Britain and Transatlantic countries, if endorsed "Via New York" will be accepted up to 11 a.m. (provisional timing) on the 29th May, for despatch same day by the S.S. "FORT TOWNSHEND." Delivery should be effected in Montreal and New York on or about Wednesday, the 2nd June. Transatlantic correspondence should secure connexion with the S.S. "NORMANDIE." This will be the last despatch this season by the Red Cross Steamers leaving St. John's for Halifax every Saturday, in view of the fact that the Summer schedule of three trains per week will commence on Sunday, the 6th June.

Parcel Mails for the U. S. A. will close at the Parcel Depot at 6 p.m. on Friday, the 28th May for despatch next day by the S.S. "FORT TOWNSHEND."

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Monday, the 31st May. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic countries will connect at Montreal with the S.S. "DUCHESS OF BEDFORD" due to sail on the 4th June and reach England on the 12th June, but any such correspondence endorsed "Via New York" will be forwarded to New York for despatch by fast boat, the particulars of which have not yet been decided.

TELEGRAPHS

List of Persons Operating Radio Sets

Many Postmasters have neglected to supply lists of persons operating Radio Sets in the area covered by their Offices, in accordance with instructions issued on Pages 83, 96 and 99 of previous issues of Post Office Circulars.

It is most important that these lists be sent in immediately in order that check up may be completed before the end of the present month. If lists cannot reach Headquarters by mail before the date the names should be sent in by telegraph.

In cases where people claim that their sets are defective, Postmasters should personally confirm the statement and make a notation to this effect opposite the name both on the office copy of the list and on the copy sent to St. John's. Such persons should be warned that if a licence is not immediately obtained, when the set is repaired or put in working order, legal action may be taken without further notice.

Legal Action Against Unlicensed Operators of Receiving Sets

Postmasters at Money Order Offices must read carefully the instructions issued from Headquarters concerning the taking of legal action against persons operating Radio Sets without the necessary licence to do so. Prompt notification must be made to Headquarters of the expiry of the final notice period in order to avoid delay in proceedings.

ACCOUNTING

Radio Licences. Accounting Instructions

The attention of Postmasters in charge of Money Order Offices is directed to the following accounting regulations in connexion with Radio Licences:—

- (1) Immediately Radio Licence Forms are received from Head Office they must be taken into account by the Postmaster. The entry must be made in the Miscellaneous Account Book as shown below:

1.	2.	3.
May 29th.	Radio Licence Forms Recd.	
	No. 901 to 950.	100.00

When the General Report is being prepared Radio Licence Forms received from Head Office must be shown at Item (10) "Other Charges." Item (7) **MUST NOT** be used.

- (2) No entry is to be made in the Account Books when a Radio Licence is issued.
- (3) At the end of the Accounting term all cash received for Radio Licences must be remitted to the Cashier. The numbers of the Radio Licences covered by the remittance must be shown on the General Remittance Form. The Licences themselves must **NOT** be enclosed with the remittance (see Paragraph (5) below).
- (4) When the remittance has been made up it must be entered in the Miscellaneous Account Book.

When the General Report is being prepared the remittance must be shown at Item (26) together with the numbers of the Licences remitted for.

- (5) The yellow carbon copies of issued Radio Licences must be sent to Head Office attached to the General Report.

Disciplinary action will be taken against any Postmaster who deliberately disregards the instructions issued in connexion with Radio Licences.

Error Notices

Postmasters will please note:—

- (1) That when Error Notices are taken up the number only need be quoted; it is not necessary to give all the details.
- (2) The Error Notices themselves must be kept on file by the Postmaster, and must **NOT** be returned to Head Office.

Postage Stamps

The attention of Postmasters is directed to the instructions issued on page 92 of the Post Office Circular of the 22nd April, where it was pointed out that stamps of the existing issues must be sold until the stocks at individual offices are exhausted. In no circumstances must Postmasters return these stamps unless requested by Headquarters to do so.

POST OFFICE



CIRCULAR.

THURSDAY, 3rd JUNE, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENTS

- ATES COVE Mr. Nelson Shelgrove to be Postmaster as from the 1st June, 1937.
- TWOOD Mr. Frederick Tilley to be Messenger Assistant as from the 1st June, 1937.
- ANGE ISLANDS Mr. Garfield Ginn to be Messenger as from the 1st June, 1937.

RETIREMENTS

- RBOUR MAIN Mrs. Rita Murray Woodford to retire as from the 30th June under the rule women Civil Servants must retire on marriage.

VACANCIES

- RBOUR MAIN Postmaster and Telegraph Operator. Salary \$240 per annum. Applications addressed to the Secretary, Department of Posts and Telegraphs. will be accepted up to the 22nd June. Telegraph experience necessary.

Applicants will please state name in full, date of birth, educational qualifications, departmental experience, and the names of two people to whom application may be made with reference to character.

The successful applicant will be required to furnish a certificate of medical fitness.

POSTAL INSPECTORS

The staff of Postal Inspectors will shortly be commencing the annual inspections of Outport Post Offices. It is the desired aim that these inspections should not be mere matters of routine but that they should provide a valuable means of improving the efficiency of the work in the Outport Offices. In order to achieve this end it is essential that there should be full co-operation between Inspectors and the Outport Postmasters and the latter should not miss the opportunity of discussing with the Inspectors any points of difficulty which they may have encountered in the performance of their duties. This applies particularly to the accounting work which has been completely re-organised in recent months and in connexion with which it has been necessary to issue a large number of instructions. The following points are set down for careful observance by Postmasters:

- (1) If an Inspector on entering an Office does not produce his official authority for inspection the Postmaster should ask him for it. If an official authority cannot be produced the Postmaster should not permit any examination of the cash, stocks and records of his office. Instead he should send a telegram immediately to the Chief Accountant, General Post Office, St. John's, explaining the circumstances.
- (2) When the Postmaster is satisfied with the credentials of the Inspector he should produce for examination the cash and stocks of the office as the latter may ask for, as quickly as possible.

- (3) Postmasters should prepare beforehand a list of the points they would like to discuss with the visiting Inspector. Postmasters should not waste the time of Inspectors by discussing the question of salaries. That is a matter for Headquarters which now has available the statistics of work at all Offices.
- (4) When the Inspector has completed his examination and left the Office the Postmaster should not inform any other Office of the presence of the Inspector in the district. Any Postmaster against whom there is proof that he has disregarded this instruction without authority will be fined.

The names of the Inspectors who will be operating this season are: Mr. W. Bellamy, Mr. R. F. Newhook and Mr. H. Raines. In addition two officers from the Accounts Branch, Mr. Seward and Mr. Butler, may assist in the Inspection work.

MAILS

Posted Mail Cannot Be Handed Back

It is necessary to draw the attention of the staff to the rule that once an item of mail matter has been posted it cannot in any circumstances be handed back to the sender before despatch.

Any official who disregards this instruction is not only breaking an important rule of the Department but is also acting contrary to Article 36 of the Postal and Telegraph Act (Chapter 35, Volume 1 of the Consolidated Statutes of 1916) which reads:—"From the time any letter, packet, chattel, money or thing is deposited in the Post Office it shall cease to be the property of the sender and shall be the property of the person to whom it is addressed or the legal representative of such person"

Foreign Mails

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Thursday, the 3rd June. Delivery should be effected in Montreal and New York on or about Monday, the 7th June. Correspondence for Great Britain and Transatlantic countries will connect at Montreal with the S.S. "DUCHESS OF RICHMOND" due to sail on the 11th June and reach England on the 19th June, but any such correspondence endorsed "Via New York" will be forwarded for despatch by the S.S. "QUEEN MARY" due to sail from New York on the 9th June and arrive at Southampton on the 14th June.

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch same day, on Sunday, the 6th June. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic countries will also connect with the S.S. "DUCHESS OF RICHMOND" but any such correspondence endorsed "Via New York" will be forwarded for connexion with the S.S. "BREMEN" due to sail from New York on the 11th June and arrive at Southampton on the 16th June.

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Tuesday, the 8th June. Delivery should be effected in Montreal and New York on or about Monday, the 14th June. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" due to sail from St. John's for Liverpool on the 15th June, but any such correspondence endorsed "Via New York" will be forwarded to New York for despatch by fast boat, the particulars of which have not yet been advised.

TELEGRAPHS

Errors, Delays and Failures

For the month of April there were recorded 8 errors, 3 cases of delay and 4 failures of service.

The following Offices were involved:

	Cases		Cases
St. John's Head Office	4	English Harbour West	2
" " Delivery	1	Harbour Mille	1
" " East End B. O.	1	Nipper's Harbour	1
Argentia	1	Placentia	3
Bay L'Argent	1	Point Leamington	1
Bishop's Falls	1	Port aux Basques	1
Botwood	1	Sagona	1
Catalina	1	Topsail	1
Deer Lake	2	Trinity	1

Where the responsibility for an error cannot definitely be fixed the case is recorded against the Offices concerned.

Fines of 50c. each were imposed on Mr. Dewey at St. John's and Mr. Chislett of Topsail who were involved in the mutilation of figures in a telegram. The Operators at Catalina and English Harbour West were similarly fined for being responsible for the loss of telegrams.

The record of service for the month is far from good. While an ordinary telegraph error can usually be discovered and corrected before it reaches the addressee a telegram which is lost through being inadvertently filed away or from any other cause is an inexcusable error of service which usually results in considerable annoyance and inconvenience to the public.

It is for the purpose of avoiding these cases of lost telegrams that regulations have been laid down governing the exchange of numbers and the periodical examination of files. If these instructions are adhered to a case of a lost telegram should very rarely arise. The Staff are hereby requested to give particular attention to this matter.

Traffic

The total number of paid telegrams for April was 34,351, of which 510 were sent by the Priority Service. The total for April 1936 was 32,220.

The number of service messages for April was 5164 as compared with 5384 for April 1936. Increased attention is drawn to the necessity of using the service message system only in cases of emergency.

The public message service consisted of 8,370 words, which was the equivalent of 558 ordinary telegrams on each of the ten circuits at St. John's or 5580 telegrams in all.

Radio Licences

Postmasters at Money Order Offices are again reminded that they must take care when issuing out licences in order that the writing may be legible and the carbon copies clear.

The Chief of Police has issued instructions to the Police Force in places outside St. John's to report to the officials of this Department upon the request of the local Postmaster. In cases where the official is unable to obtain evidence of operation of a radio set and the owner refuses to pay for a licence, he should request the local Police to assist him and should work in co-operation with the Police. He should make certain that a record is kept of the date on which the evidence is obtained for use in Court in case of prosecution.

The Chief Ranger has also given instructions to the Ranger Force to report to Postmasters of persons operating radio in remote communities in order that a check may be made as to whether the licence has been paid. If necessary the Ranger Force will be prepared to give to local Postmasters the same degree of co-operation as will the Police Force.

ACCOUNTING

Debit Check Reports

The undermentioned Telegraph Offices are frequently responsible for sending in to the Accounts Branch incorrect Debit Check Reports:

Benavista	Hermitage
Bonne Bay	Humbermouth
Brig Bay	Indian Islands
Carmanville	Lamaline
Catalina	LaScie
Conche	Little Bay
Cook's Harbour	Little Bay Islands
Daniel's Harbour	Musgrave Harbour
Exploits	Musgravetown
Fleur de Lys	Newtown.
Flowers Cove	Norris Point
Fox Harbour	Port Saunders
Francois	Port Union
Gaultois	Pushthrough
Glovertown	Rencontre West
Grand Bank	Robinsons
Green's Harbour	St. Andrews
Griquet	St. Fintans
Hant's Harbour	St. Joseph's
Heart's Delight	Twillingate

The principal class of errors consist of wrong additions of cash and failure to include the cash figures for certain messages in the reports. In addition there is considerable delay in forwarding the debit check reports and a failure to reply to service messages from Headquarters. There is also reason to believe that certain Offices are not reporting daily checks to the Head Repeating Office.

Postmasters at the above named Offices should consult their repeating Offices as to the correct procedure in preparing check reports. Detailed instructions are given in Accounting Circular B2, paragraph 4, of July 1936. Following this notice a considerable improvement in the work is expected from the Offices concerned.

POST OFFICE



CIRCULAR.

THURSDAY, 10th JUNE, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

RESIGNATIONS

PORTER BROOK Mr. L. Lidstone, Letter Carrier, effective 15th June, 1937. Salary \$240 per annum. Applicants should be 18 years of age or more. Applications close 15th June. Advertised locally.
PORTER GOULDS Miss Isabella B. Chafe, Postmistress, effective 30th June, 1937. (St. John's West) Salary \$36 per annum. Applications close 22nd June. Advertised locally.

RETIREMENTS

PORTER COVE, F.B. Mrs. Charles Forsey, Postmistress, to retire on the 30th June, 1937, under the provisions of the Civil Service Act of 1926 whereby Civil Servants will retire on reaching the age limit. Salary \$24. per annum. Applications close 22nd June. Advertised locally.

VACANCIES

PORTER SKIERS Mr. Walter Tobin, Postmaster, left his post 31st May without giving the Department notice. The Office has been declared vacant as from the 1st June. Salary \$24. per annum. Applications close 22nd June. Advertised locally. Until an appointment is made Mrs. Walter Tobin will act as Postmistress and Telephone Attendant.

Payment to Reliefs Employed to Cover Sick Absences

Postmasters should note that bills for sick relief must be accompanied by medical certificates to the effect that the official on leave was unable to attend to his duties. Any bill for sick relief received in future without a medical certificate will not be paid until such certificate is forwarded.

The procedure to be followed when forwarding bills for relief services, board, etc., is for the Postmaster to certify the bill as being correct and show the dates during which the relief was engaged. The order number must also be quoted.

Payment for reliefs is made as follows:—

If the relief is engaged at a monthly rate he will receive a proportionate amount of that monthly salary for the time he is engaged. For example, if a relief is engaged at \$40. per month on the 3rd June and finishes his engagement on the 29th June he will be paid for 27 days which at the rate of \$40. a month will give an appropriate payment of \$36. If the relief is engaged at a daily rate he receives no pay for Sunday unless he works on that day. For example a relief engaged at \$1. per day from the 3rd to the 29th June inclusive, at an office where he is not required for Sunday duty, has worked 23 days and will receive \$23. only.

Retirements on Reaching the Age Limit and Marriage

The Civil Service Act of 1926 provides that a Civil Servant may be called upon to retire on reaching the age of 65 and may be considered for a Superannuation allowance provided he or she has served at least ten consecutive years in the Service preceding the date of retirement. An officer has no claim to retention in the Service after reaching the age of 65 but in certain cases, particularly of Postmasters of small non-telegraph offices, continuance in the Service for a limited period after 65 may be sanctioned where it is in the interests of the Department and when the officer is in good health and continues to perform his official duties in a satisfactory manner.

Rule 24 of "Rules for Discipline and Guidance of Civil Servants" provides that a woman Civil Servant shall retire on marriage but gives authority to the Head of the Department to retain her services in certain circumstances. In general, retirement on marriage is usually insisted upon but in certain cases, particularly of small non-telegraph offices, a Postmistress is allowed to continue in the service provided her new status is not likely to conflict with the performance of her official duties.

All relief officials, Telephone Attendants and Mail Couriers, should bear in mind that they are not eligible for a Civil Service pension and that when their duties or contracts with this Department cease they have no claim upon the Department in this connexion whatsoever.

MAILS

Mail Contracts

Two copies of contracts for the conveyance of mail have been or will be posted to all who have been awarded seven month's, eight month's or twelve month's contracts. One copy must be signed by the Contractor, the signature witnessed and returned to the Director of Postal Services.

Postmasters will enquire from Contractors if their contracts have been properly signed and returned, and advise them that no payment will be made for Courier Services after the month of June unless one copy properly signed has been received by the Director of Postal Services.

Due Books Received from Abroad

The Customs Department advises that Due Books issued by the International Brotherhood of Pulp, Sulphite and Paper Mill Workers, (Stamped I.B.P.S. and P.M.W. on cover) are dutiable on entry into this country from abroad. They should therefore, normally be sent by parcel post, but it is possible that the senders through ignorance of the instructions may post them irregularly for transmission as commercial or printed papers or by what is commonly known as book post. All Offices and particularly the Offices of North Sydney, Corner Brook, Deer Lake, Hcwoley and Grand Falls should therefore take careful note of the commercial or printed paper mails arriving at their Offices from abroad, and if any of these Due Books are included therein they should be forwarded to the Customs Department, St. John's.

If a Postmaster has good reason for believing that these Due Books are being included in first class letter mails he should forward any such mail to the Customs Officer who will request the attendance of the addressee in order that the mail may be opened by the latter in the presence of the Customs Officer and Postal Official.

Due Books or similar books issued by any other organisation, blank paper, notepaper or envelopes, (with or without printed addresses) and all other articles of stationery pure and simple are prohibited from circulation in the mails as commercial or printed papers, whether in the international or inland services. When received from abroad they should normally be included in parcel mails in which case they automatically come under the inspection of the Customs Department, but they may be included in letters and small packets provided a green label (Form C1) giving authority to open is attached to the covers. If these articles are received from abroad as commercial or printed papers or included in letters and small packets without the green label attached they are liable to be classed as contraband and Postmasters should deal with them as directed in these instructions.

In the inland service, that is if sent from one place to another in Newfoundland, in which case the question of customs dues does not normally arise, these articles can only be sent by parcel post or letter post.

Foreign Mails

Correspondence for Canada, the U. S. A. and American Countries generally will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Thursday, the 10th June. Delivery should be effected in Montreal and New York on or about Monday, the 14th June. Correspondence for Great Britain and Transatlantic Countries will be held back for despatch by the S.S. "NOVA SCOTIA" due to sail from St. John's for Montreal on the 15th June, but any such correspondence endorsed "Via New York" will be forwarded for despatch by the S.S. "NORMANDIE" due to sail from New York on the 16th June and arrive at Southampton on the 21st June.

Correspondence for Canada, the U. S. A. and American Countries generally will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch same day, on Sunday, the 13th June. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic Countries will be held back for despatch by the S.S. "NOVA SCOTIA" but any such correspondence endorsed "Via New York" will be forwarded for despatch by the S.S. "EUROPA" due to sail from New York on the 19th June and arrive at Southampton on the 25th June.

Correspondence for Canada, the U. S. A. and American Countries generally will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Tuesday, the 15th June. Delivery should be effected in Montreal and New York on or about Monday, the 21st June. Correspondence for Great Britain and Transatlantic Countries will be held back, through early sailing of the S.S. "NOVA SCOTIA," may have failed to secure despatch, but any Transatlantic correspondence which is endorsed "Via New York" will be forwarded for despatch by the S.S. "EUROPA" which connects at Montreal with a steamer, the sailing particulars of which have not yet been advised, but any Transatlantic correspondence which is endorsed "Via New York" will be forwarded for despatch by the S.S. "EUROPA."

TELEGRAPHS

New Office at St. Juliens

The Wireless apparatus formerly installed at Fishot Island each Summer for the fishing season was transferred to St. Juliens where an Office for the transaction of Postal and Telegraph business (non-Money Order) was opened on the 4th June.

St. Juliens has been allotted a call sign HQ and will work to St. Anthony. The usual inland telegraph charges will apply for all traffic circulating to and from St. Juliens.

Imperial Airways Wireless Station at Botwood

The Imperial Airways Wireless and Direction Finding Station at Botwood has been looped in to the Department's telegraph line Botwood to St. John's in order to provide direct communication between the Wireless Station and the Transatlantic Cable terminal station at Heart's Content. The line call signal for the Wireless Station will be VO.

Radio Licence Lists

Postmasters at some money order and most non-money order offices have omitted to send in lists of persons operating radio receiving sets in the district served by their offices. The collections of non-money order offices are very disappointing and Postmasters are requested to notify all concerned in their districts that they may pay their licence fee to the local Postmaster who should issue a receipt and send the amount to Headquarters. A licence will then be issued and mailed to the licensee direct.

This matter is urgent and any failure to supply the required lists before the 20th June may result in disciplinary measures being taken against the Postmaster concerned. Should there be no sets in a Postmaster's district he should advise Headquarters immediately.

ACCOUNTING

Errors in Money Orders

The following is a list of Offices with the number of errors in the Money Order Service the officials at those Offices have been responsible for during the month of April last. Only Offices where the number of errors was as many as four or more have been recorded:—

OFFICE	NO. ERRORS	ORDERS ISSUED AND PAID DURING THE PERIOD IN WHICH ERRORS WERE MADE
Aguathuna	8	83
Badger	6	241
Bay L'Argent	4	49
Bay Roberts	4	348
Bell Island Mines	5	1109
Bonavista	4	192
Botwood	4	339
Buchans	4	1045
Cape LaHune	8	35
Carmanville	4	94
Corner Brook	6	1498
Curling	4	272
Elliston	4	35
Fermeuse	5	22
Fox Harbour	4	61
Heart's Content	4	151
Kings Point	4	45
Lewisporte	8	160
Little Bay	5	86
Milltown	4	80
Port au Port	4	107
Port Saunders	4	48
St. John's General	5	3700
St. John's West	4	86
	116	9886

The total number of orders Issued and Paid during the period in which these errors were made is as follows:—

Number of Orders Issued	13,914
Number of Orders Paid	7,483
Total	26,397
Total number of errors	310
Percentage of errors	1.17
i.e. approximately 12 errors per every thousand orders issued and paid.	
Percentage of figure errors45
i.e. 4½ figure errors per every thousand orders issued and paid.	

The names of certain Offices have appeared regularly in the lists since they were first published. In the cases especially where numbers of money orders issued and paid are relatively small it is a reflection upon the efficiency of the Postmaster if the name of his office appears in the list and those Postmasters should do all in their power by diligent reading of the official instructions and careful performance of their duties to bring about an improvement in money order work at their offices.

POST OFFICE



CIRCULAR.

THURSDAY, 17th JUNE, 1937

ed by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

RESIGNATIONS

FIELD ... Miss Joyce L. Reader, Postmistress and Telephone Attendant,
as from the 30th June, 1937. Not advertised.

RICTON ... Miss B. Pond, Postmistress and Telephone Attendant, as from
the 30th June, 1937. Salary \$24. per annum; applications
close 22nd June. Applicants to provide suitable accommoda-
tion free of cost to Department.

ER BROOK ... The resignation of Mr. Lemuel Lidstone, Letter Carrier, as an-
nounced in last week's Circular, has been withdrawn. Mr.
Lidstone will continue in the capacity of Letter Carrier.

RETIREMENT

AY ... Mr. Thos. McGrath, Postmaster, to retire as from the 30th June,
1937. Salary \$60. per annum. Applications close 22nd June.
Applicant to provide suitable accommodation free of cost
to the Department.

VACANCIES

ENVILLE CROSSING ... Messenger Assistant. Salary \$180. per annum. Applications
addressed to the Secretary, Department of Posts and Tele-
graphs, will be accepted up to 22nd June. Applicants should
state name in full, date of birth, educational qualifications,
departmental experience and the names of two people to
whom application may be made with reference to character.

APPOINTMENT

MFIELD ... Miss Elva Reader to be Postmistress and Telephone Attendant.
as from the 1st July, 1937.

ILLEGAL STAMPS

Postmasters should be on their guard against a large blue stamp purporting to be an Air
stamp of Newfoundland.

The design of this stamp shows a Seaplane flying across the Atlantic from West to East. It
the words "Newfoundland Air Mail—value one dollar" and on each side of the stamp are
ed the figures "1932."

This stamp has never been authorised to be put on sale and is, therefore, illegal. Attempts
be made to pass these stamps through the post attached to covers in order to get them can-
by a Post Office date-stamp, and the senders may also attach a regulation postage stamp to

the covers in the hope that they will not be held up or surcharged. The covers may be addressed as follows:

"A. C. Reessler, Stamp Dealer, 140 So. Parkway, East Orange, N.J."

Any Post Office official, at whose Office correspondence may be posted with these illegal stamps attached, or who may be approached to date-stamp, sell or have anything whatsoever to do with these stamps, or who may have information at anytime of persons possessing these stamps or endeavouring to sell or dispose of them, should communicate at once with the Secretary, to whom any correspondence or covers, posted with these stamps attached, should be forwarded.

MAILS

Undeliverable Correspondence

The attention of the Staff is directed to Page 30 of the 7th January, 1937, with reference to the treatment to be given to correspondence which cannot be delivered.

A case has recently occurred of a letter which was sent to an Office in October, 1935, and returned by the Postmistress to the "Dead Letter-Branch" as undeliverable in January last. Apart from the irregularity of keeping a letter at her Office for such a long time the Postmistress had not observed that the letter had been mis-assorted and was not intended for her Office at all.

It is essential, therefore, that the staff should examine very closely the full address of all undeliverable correspondence to make certain that an item has not been mis-assorted. If it has been mis-assorted they should put the date-stamp of their Office on the back of the cover and forward the item to the proper Office of delivery. If the mis-assorting is due to similarity of names (for list of such Offices see Post Office Circular Page 62) or to the sender not using the full address, the Post Office Official should make some endorsement on the front of the cover as will assist in the transmission of the item of correspondence to its proper Office of delivery. An example of the kind of endorsement which should be made is as follows:

"Not for Frenchman's Cove, Bay of Islands, try Fortune Bay."

Postmasters should examine the correspondence on hand at their Offices to make sure that no undeliverable correspondence is being retained longer than the period laid down in the second paragraph of Page 30 of the Post Office Circular of the 7th January.

Trial Transatlantic Flights

No Air-Mail correspondence will be conveyed by the trial Transatlantic flights due to start on the 24th June. Postmasters may inform the public to this effect where necessary.

The public will be given due notice as to rates of postage and other information as soon as the date of inauguration of the Transatlantic Air-Mail service is decided upon.

Halifax-Campbellton Train Wreck

The Halifax-Campbellton train was derailed in collision at Springfield Junction on the 5th May last, and in the fire which followed, the postal car attached to the train was destroyed together with a quantity of mail addressed to Newfoundland. So far as is known the mail destroyed consisted of two bags of registers containing 36 items and three bags of ordinary mail from England and a number of bags of printed paper mails from Canada and the United States. The mail from England would have been posted on or about the 27th April and from the United States and Canada on or about the 3rd May.

This information should be brought to the notice of the public.

Foreign Mails

Correspondence for Great Britain, Canada, the U. S. A. and Foreign Countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Thursday, the 17th June. Delivery should be effected in Montreal and New York on or about Monday, the 21st June. Correspondence for Great Britain and Transatlantic countries will connect at Montreal with the S.S. "DUCHESS OF ATHOL" due to sail on the 25th June and reach England on the 2nd July, but any such correspondence endorsed "Via New York" will be forwarded for despatch by the S.S. "QUEEN MARY" due to sail from New York on the 21st June and arrive at Southampton on the 23rd June.

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch same day, on Sunday, the 20th June. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic countries will connect at Montreal with the S.S. "DUCHESS OF ATHOL" but any such correspondence endorsed "Via New York" will be despatched for connexion with the S.S. "NEW YORK" due to sail from New York on the 26th June and arrive at Southampton on the 2nd July.

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Tuesday, the 22nd June. Delivery should be effected in Montreal and New York on or about Monday, the 28th June. Correspondence for Great Britain and Transatlantic countries will connect at Quebec with the S.S. "EMPRESS OF BRITAIN" due to sail on the 28th June and arrive at Southampton on the 2nd July, but any such correspondence endorsed "Via New York" will be forwarded for connexion with the S.S. "BREMEN" due to sail from New York on the 29th June and reach Southampton on the 4th July.

TELEGRAPHS

Labrador Offices Opened

Hawk's Harbour and Domino Wireless Stations were opened for the Summer Service on the 1st June.

Fishing Ships Harbour Wireless Station was opened on the 11th June.

The Staff should note that the rates for telegrams addressed to the Labrador Wireless Offices is 55 cents for the first ten text words and 4 cents for each additional word.

Telegraph Changes

Lomond was converted from Morse Telegraph to Telephone status on the 4th June. Bonne Bay will be the controlling checking Office for all telegram and phonotelegram traffic circulating to and from Lomond.

A community telephone was installed in the Post Office of Great Brahat, White Bay District, on the 11th June. Traffic will be routed via St. Anthony which will be the controlling Office.

Botwood Airport

In order to provide for the considerable amount of press traffic which it is anticipated will be dealt with at Botwood on the occasion of the first trial flight of the Transatlantic seaplanes on the 24th June, a special telegraph Office will be opened with two circuits working to St. John's and one to Channel. Including the permanent circuit from the Botwood Post Office there will, therefore, be altogether three outlets to St. John's.

The special telegraph office will be staffed by Mr. Pritchett from Deer Lake and Mr. Tilley from Botwood. Mr. Carew, the Postmaster of Placentia, will be in charge. Mr. Norman of Gambo will take Mr. Tilley's place at the Botwood Post Office.

ACCOUNTING

Stolen United States Postal Money Order Forms

The following U. S. A. Money Order Forms have been reported stolen:—

Ashland, Mo.	Nos. 57064 to 57200 inclusive
Farnhamville, Iowa.	Nos. 60401 to 61000 inclusive
Harcourt, Iowa	Nos. 35253 to 35400 inclusive
Maloy, Iowa	Nos. 21797 to 21800 inclusive
San Marcos, Calif.	Nos. 28412 to 28800 inclusive
Washington, Mich.	Nos. 120173 to 120200 inclusive
Whitehaven, Tenn.	Nos. 37601 to 38000 inclusive

Stolen Canadian Postal Money Order Forms

The following Canadian Money Order Forms have been reported stolen:—

Belle River, Ontario	Nos. 8448 to 8800 inclusive
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The above U. S. A. and Canadian orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January and page 53 of the Circular of the 11th February.

POST OFFICE



CIRCULAR.

THURSDAY, 24th JUNE, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

RESIGNATIONS

- ST. ADENA** Mr. Arch. Watton, Postmaster and Telephone Attendant, effective 30th June, 1937. Salary \$48.00 per annum. Applications close 22nd June. Advertised locally.
- ST. AND FALLS** Mr. Geo. Wicks, Messenger, effective 30th June, 1937. Not advertised.
- ST. JAMES HARBOUR** Mrs. Theodore Lee, Postmistress, effective 15th July, 1937. Salary \$60. per annum. Applications close 6th July. Advertised locally.

VACANCIES

- ST. JOHN'S PHENVILLE CROSSING** .. The notice calling for applications for the position as Messenger Assistant up to the 22nd June, which appeared in the Post Office Circular of the 17th June, has been withdrawn until further notice. No appointment will be made there for the present.

Meteorological Service

Mr. J. H. Kirk, Canadian Meteorological Service, advises that on the 11th June an auxiliary Meteorological Station was established at Oderin, P.B. The Postal Official is in charge of the work.

Botwood Airport

Owing to unforeseen circumstances the arrangements announced on Page 123 of the Post Office Circular, for the staffing of the special Telegraph Office at Botwood, have been cancelled the following substituted:

Mr. A. M. Carew, Postmaster Placentia, in charge.

Mr. Pritchett from Deer Lake.

Mr. Tilley from Bishop's Falls.

For the period of the flight Mr. Geo. Bragg of Channell will be in charge of Bishop's Falls.

Information has since been received that the flights previously advised to take place on the 5th June have been postponed until the 5th July or thereabouts.

Correspondence From Outport Postmasters

It has been brought to attention that some Postmasters are sending in accounts, etc., which have been written in various coloured inks. They should bear in mind that only Black ink, supplied by the Stores Department, should be used.

MAILS

Postmasters from whose Offices Couriers are operating and who have not proper forms of Courier bills in stock should apply to Stores Department for them.

Foreign Mails

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Thursday, the 24th June. Delivery should be effected in Montreal and New York on or about Monday, the 28th June. Correspondence for Great Britain and Transatlantic countries will be held back for despatch from St. John's to Liverpool by the S.S. "NEWFOUNDLAND" due to sail on the 2nd July, but any such correspondence endorsed "Via New York" will be forwarded for despatch by the S.S. "NORMANDIE" due to sail from New York on the 30th June and reach Southampton on the 4th July.

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch same day, on Sunday, the 27th June. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND," but any such correspondence endorsed "Via New York" will be forwarded for connexion with the S.S. "BERENGARIA" due to sail from New York on the 3rd July and reach Southampton on the 9th July.

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Tuesday, the 29th June. Delivery should be effected in Montreal and New York on or about Monday, the 5th July. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND," but any such correspondence endorsed "Via New York" will be forwarded for connexion with the S.S. "BERENGARIA."

TELEGRAPHS

Telegraphic Addresses

Clerks accepting telegrams for centres of industry, such as Bell Island, Grand Falls, Newfoundland Airport, etc., addressed to transient residents or labourers should bear in mind the difficulty the Office of destination must have and the loss of time involved in trying to locate a person who has no permanent address, and should ask the sender to supply such address as they may have, as Foreman's name, boarding house, shack number, etc. Failing to obtain this information telegrams should be accepted subject to delay on account of indefinite address.

Errors, Delays and Failures

For the month of May there were recorded 17 errors, 3 delays and 2 failures of service. The following Offices were involved:

	Cases		Cases
Arnold's Cove (Railway)	1	Holyrood (Railway)	1
Buchans	1	Kings Cove	1
Burnt Island, via Channel	1	Old Perlican	1
Campbellton	1	Rattling Brook	1
Channel	1	St. John's Head Office	8
Grand Falls	2	St. John's Delivery	4
Grand Bank	1	Springdale	2
Hermitage	4	St. Albans	1
Harbour Grace	1	Western Bay	1

Fines of fifty cents each were imposed on the following:

Miss E. Coombs, Old Perlican, for an error resulting in a message failing in its purpose.
 Miss I. Curtis, Springdale, for failure to verify figures.
 Mr. W. L. Brown, St. John's, for failing to verify figures.
 Mr. R. J. Fox, Campbellton, for failure to exchange reports whereby a service was lost.

One failure resulted at the Railway Office at Arnold's Cove.

This is a very unsatisfactory showing and all officers involved are enjoined to exercise greater care in the performance of their duties.

Traffic

The total paid telegrams for May was 47,302, of which 753 were sent by the Priority Service. The total for May 1936 was 37,040. The number of service message for May was 6,397 as compared with 6,364 for May 1936. Renewed attention is drawn to the necessity of using the service message system only in cases of emergency. The public message service consisted of 9,252 which is the equivalent of 617 ordinary telegrams on each of the ten circuits at St. John's 0 telegrams in all.

Telegrams to Government Departments

Telegrams must not be accepted "Collect" for Government Departments except from recognised officials of the Department concerned, who should be requested to show their authority and collect telegrams and to sign their official status or rank on the face of the telegram.

The rank of the official should not be transmitted unless it is added as part of the signature. Masters failing to observe this rule will be held responsible for uncollectable charges. Specimens should be given in this connexion to telegrams handed in "Collect" and addressed to the Department of Public Health and Welfare. Private individuals who send telegrams to this Department quoting prices for the supply of goods or material are expected to pay the telegraph charges.

Misuse of the Telephone at Telephone Offices

Complaints have been received from Telephone renters of the misuse of the telephone, principally at Post Offices which are located in private houses.

They complain that private correspondence is listened to and afterwards discussed publicly resulting in loss of confidence in the privacy of the service and detriment to their private and business interests.

Postmasters, who have their offices and telephones in their homes, are warned against allowing members of their family using the telephone for their personal business and listening in or interfering with conversations or the transmission of private messages. To divulge the contents of a telegram is an illegal act and any well proven case may result in the offender being punished by law as well as dismissal from the service.

Secretary's Circular No. 2 issued on the 4th December 1934, is repeated as a warning, for the attention particularly of those officials who have not been entirely free from blame in this matter in the past:

"All members of the Staff are reminded that any person employed in a Post and Telegraph Office who divulges the contents or substance of a Telegram to any outside party other than the person for whom the Telegram is intended, is guilty of a misdemeanour and is liable to prosecution, and on conviction to a penalty not exceeding \$400.00 or to imprisonment without hard labour for a term not exceeding two years."

Further all employees of the Department of Posts and Telegraphs are reminded that they must not in any way divulge to outside parties information regarding any matter which may come under their notice in their official capacity."

Labrador Office Opened

The Summer station at Flat Island, Labrador, was opened on 15th June.

ACCOUNTING

Application For Duplicate Money Orders

Postmasters applying for duplicate orders must state if duplicate is to be issued in favour of the original or Remitter.

Endorsement of Paid Money Orders

Paid Money Orders are being received at Head Office with Endorsement of Payee written in lead pencil.

Postmasters must see that Endorsements are written in ink before orders are forwarded to Head Office.

Telegraph Offices Controlling Telephone Offices

The Officers in charge of Telegraph Offices controlling Telephone Offices, should note the following instructions and inform the Telephone Offices on their Circuits where necessary:

- (1) Phonotelegram reports are to show at Column 7, only the Cash collected by the Office concerned in respect of Phonotelegrams handed in at the Telephone Office.
- (2) Messages which have to be repeated over the telegraph lines are not to be shewn by the Telephone Offices in any report to the Head Office.
- (3) The total of each Office in respect of Phonotelegrams will be shewn by the Controlling Office at space "B" on the back of the Telegraph Report.
- (4) Accounting Circular B1, Page 2, Section 5, should be read carefully and directions thereon strictly adhered to.

Remittance of Cash

Notwithstanding the repeated instructions issued in respect of Cash Remittances many irregularities continue to occur. The following procedure should be followed in preparing Cash Remittances for despatch to the Cashier, General Post Office, St. John's:

- (a) There are two separate remittance forms, form No. 1045, the Duty Remittance Form, and form No. 1046, the General Remittance Form.
- (b) The Duty Remittance Form should only be used for remittances on Duty Account. The General Remittance Form should be used for remittances on Stamp, Telegraph, Box Rents, Radio Licences, etc., Accounts. If a Postmaster is making a remittance on different accounts at the same time he should prepare a separate remittance form for each amount; state clearly on the form the account to be credited and enclose each separate amount with the remittance form in a small envelope.
- (c) When the separate remittances, covering the various accounts, have been made up in the small envelopes, they should all be enclosed in one large envelope (Form 615) addressed to the Cashier, General Post Office, St. John's.
- (d) Under no circumstances must the Duty Remittance Form be used for Cash Remittances on other accounts. The Duty Remittance Form must be used exclusively for remittances on Duty Account.
- (e) When remittances on more than one account are being made up at the same time they should not be despatched in separate registers; they should all be enclosed in the one envelope, Form 615.

Postmasters must take great care to abide by these instructions for the future. Any failure in this respect causes great inconvenience in the Accounts Branch at Headquarters.

POST OFFICE



CIRCULAR.

THURSDAY, 1st JULY, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENTS

St. John's West Mrs. Walter Williams to be Postmistress as from 1st July, 1937.
 Mrs. Walter Tobin to be Postmistress and Telephone Attendant
 as from 1st July, 1937.
 Mr. Wm. M. McGrath to be Postmaster as from 1st July, 1937.
 Mr. J. H. Tarrant to be Messenger-Assistant as from 1st July,
 1937.

TRANSFERS

Our Main Miss Jessie Miles, Messenger-Assistant at Bonavista, to be
 transferred to position of Postmistress and Telegraph
 Operator as from 1st July, 1937.

RETIREMENT

St. John's Telegraph Office Miss May Power, Telegraph Operator, to retire as from the 31st
 July, 1937, on grounds of ill-health.

VACANCIES

Bonavista Messenger-Assistant. Salary \$180. per annum. Applications
 close 20th July, 1937. Advertised locally.

UNIFORMS

The Department has decided to issue to Letter Carriers and Messengers, open neck Tunic
 (out vest) in place of the existing closed neck pattern which are secured at the neck by hook
 eye.

The decision to make this change has been arrived at on the understanding that Officials
 obtain at their own expense, Blue Shirt, Blue Collar and Black Tie, which must be worn at all
 when Officers are in Uniform. Any Officer who is not so dressed will not be permitted to
 on duty.

It is expected that the new Uniforms will be issued during the present month and this
 notice is published so that Officers may have an opportunity to secure these necessary
 of apparel by the time new Uniforms are issued.

Statistics

A number of Telephone Attendants and Postmasters of the smaller Post Offices have not sent in their statistical returns for the month of April. From all small Offices these reports should have been posted to go forward by the first mail despatched following 30th April. The Postmasters and Telephone Attendants who have not sent in their Statistical reports should do so at once.

Responsibility of Postmasters for Work of Messenger-Assistants

At Offices where Messenger-Assistants are employed it is customary for them to be supplied on credit from the Postmaster's stocks, with a small amount of stamps, usually five or ten dollars worth, to enable them to assist in serving the public.

Postmasters should note that they are entirely responsible for the work of Messenger-Assistants at their Office and for making good any losses which may arise through the employment of Messenger-Assistants on counter duties. Messenger-Assistants should not be allowed a stamp credit in excess of \$10. and the credit stock should be checked daily by the Postmaster who should hold a receipt for the credit stock.

Messenger-Assistants should not be employed on counter duties except in connexion with the sale of stamps but they may assist on counter duties, such as the issue of Money Orders and acceptance of C. O. D. parcels, etc., provided the actual cash transaction is done by the Postmaster.

A case has occurred recently in which a Postmaster reported a shortage in his accounts of about \$12, due he suspected to the Messenger-Assistant irregularly taking money from the Office safe when the Postmaster's back was turned. It is obvious from the facts as stated that the Postmaster had not taken the elementary precaution of keeping the safe door locked in order to guard against such depredations, nor had he checked the Messenger-Assistant's credit stamp stock with sufficient frequency. This case is quoted for the guidance of Postmasters similarly situated.

MAILS

Irregular Use of Customs Duty Stamps

It has been reported that individuals in the Outports are using Newfoundland Customs Duty Stamps (used specimens) to affix to correspondence ostensibly in payment of postage. Postmasters who may have a knowledge of such individuals should warn them that this practice is entirely irregular and may lead them to serious trouble. Any item of correspondence, which may be found to have Newfoundland Customs Duty Stamps, in place of authorised stamps, should not be forwarded to destination but should be enclosed in an official cover, with a report, and sent to the Secretary.

Foreign Mails

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 1st July. Delivery should be effected in Montreal and New York on or about Monday, the 5th July. Correspondence for Great Britain and Transatlantic Countries will be held back for despatch by the S.S. "NEWFOUNDLAND" due to sail from St. John's for Liverpool on the 2nd July, but any such correspondence endorsed "Via New York" will be forwarded for despatch by the S.S. "QUEEN MARY" due to sail from New York on the 7th July and reach Southampton on the 11th July.

Correspondence for Great Britain, Canada, the U. S. A. and Foreign Countries generally, will be collected at the General Post Office, St. John's, up to 8.30 a.m. for despatch same day, on Sunday, the 4th July. Delivery should be effected in Montreal and New York on or about the following day. Correspondence for Great Britain and Transatlantic Countries will connect at Montreal with the S.S. "DUCHESS OF RICHMOND" due to sail on the 9th July and reach England on the 15th July, but any such correspondence endorsed "Via New York" will be forwarded to New York for connexion by the "Ile de France" due to sail from New York on the 9th July and arrive at Southampton on the 15th July.

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be collected at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Tuesday, the 6th July. Delivery should be effected in Montreal and New York on or about Monday, the 12th July. Correspondence for Great Britain and Transatlantic Countries will connect at Quebec with the S.S. "EMPRESS OF BRITAIN" due to sail on the 10th July and reach Southampton on the 15th July, but any such correspondence endorsed "Via New York" will be forwarded to New York for connexion by the S.S. "GEORGIC" sailing from New York on the 10th July and due to arrive at Southampton on the 18th July.

TELEGRAPHS

Daniel's Cove

A public telephone was installed in the Post Office at Daniel's Cove, Bay de Verde District, on the 24th June, telegraph traffic to be routed via Old Perlican which will be the controlling office.

Labrador Offices Opened

The Summer Wireless Station at Grady was opened on the 23rd June and at Smokey on the 24th June.

Fire Hazard Notice

All Postmasters and Telephone Attendants should note that the fire hazard warning from the Department, which will be broadcast over the Telegraph System, must be copied and exhibited in a prominent place in their Offices. Repeating and Controlling Officers must also see that this warning is expedited through their Offices.

ACCOUNTING

Certification of Bills

When bills for services or materials are presented to the Postmaster for certification care should be taken to see that the name and address of the payee are legible. This will eliminate unnecessary delay in paying bills.

Errors in Accounting

The following persistent errors in accounting, on the part of Outport Postmasters, are observed by the Accounts Branch:

Failure to Quote Duty Bill Number on back of Duty Remittance Form. The following Offices are responsible:—Millertown Junction, Northern Arm, Shoal Harbour, Stephenville Crossing, Old Perlican.

Remitting Duty Cash on Money Order Bank Remittance. The following Office is responsible:—New Harbour.

Stolen Canadian Postal Money Order Forms

The following Canadian Money Order Forms have been reported stolen:

Beverly, Alberta Nos. 6993 to 7200 inclusive .

The above Canadian Orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on page 34 of the Post Office Circular of the 7th January, page 53 of the Circular of the 11th February.

POST OFFICE



CIRCULAR.

THURSDAY, 8th JULY, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENTS

- Catalina ... Mr. Wesley Johnson, Telephone Attendant, to be Postmaster and Telephone Attendant as from the 1st July.
- aux-Choix ... Miss Alma Breton to be Postmistress as from the 1st July. Miss Breton has acted in a temporary capacity from the 5th March to the 30th June.
- ty, E.B. ... Messrs. Joseph Davis and Sons to be Postmaster as from the 15th July.

RESIGNATIONS

- er Brook ... Mr. Lemuel Lidstone, Letter Carrier, effective 31st July, 1937. Salary \$240. per annum. Applications close 20th July. Advertised locally.
- court ... Miss Myrtle M. Bailey, Postmistress, effective 16th August, 1937. Salary \$60. per annum. Applications close 3rd August. Advertised locally.
- 's Cove ... Mr. L. V. Rowsell, Postmaster and Wireless Operator, effective 26th June, 1937.
- John's Telegraph Delivery ... Mr. E. McCurdy, Messenger, effective 1st July, 1937.

RETIREMENTS

- alina ... Mr. H. J. Carter, Messenger Assistant, to retire as from the 30th June, on abolition of post.
- aux-Choix ... Mrs. O. B. Spence, Postmistress, ceased to be employed as from the 5th March last.

VACANCIES

- 's Cove ... Postmaster and Wireless Operator. Salary \$516. per annum. Applications addressed to the Secretary, Department of Posts and Telegraphs, will be accepted up to the 20th July, 1937. Wireless qualifications necessary. Postal Assistants, etc., should forward their applications through their immediate superior officers. Applicants will please state name in full, date of birth, educational qualifications, departmental experience, and the names of two people to whom application may be made with reference to character. The successful applicant will be required to furnish a certificate of medical fitness.

OFFICE CHANGES

Little Catalina As from the 1st July, 1937, the Office at Little Catalina has been converted from a Telephone Office to a Postal Telephone Office.

Trinity, B.B. This Office will re-open for business on the 15th July next. The Office will be located in the store of Messrs. Joseph Davis and Sons. Postal Telegraph and Money Order business will be conducted. Telegraph business will be handled by telephone via Gambo which will be the controlling Office.

MAILS

Reply Coupons

A Reply Coupon is exchangeable in any country for a postage stamp representing the amount of the postage on a single-rate ordinary letter addressed to a foreign country. This means that any Office in Newfoundland should accept a Reply Coupon and give in exchange to the person presenting it a postage stamp for a letter weighing up to one ounce addressed to the country the name of which is shown on the Reply Coupon. If the coupon came from any country of the British Empire or from the United States of America a five cent stamp should be given in exchange; if from Germany, France or any other country of the Postal Union, a seven cent stamp should be given in exchange.

Reply Coupons are of two kinds (1) Imperial and (2) International.

Imperial Coupons bear the words "Imperial Reply Coupons" and the name of the country of origin, and are valid only in the British Empire. A five cent stamp should be given in exchange for one of these.

International Coupons bear the words "Coupon-Reponse International" and the name of the country of origin on the face and on the back translations in four languages of the purpose of the coupon. A seven cent stamp should be given in exchange for one of these but for any coupons which come from the United States a five cent stamp should be given in exchange.

Before giving a stamp in exchange for a coupon the Postmaster must see that the coupon bears the foreign date-stamp of the Office of origin and that the date-stamp is not more than twelve months old. After accepting the coupon the Postmaster must put the date-stamp of his Office in the blank space at the right hand side of the coupon.

Postmasters should treat any Reply Coupons they accept from the public as cash and forward them as soon as possible to the Cashier, Accounts Branch, included in a remittance on Stamp Account.

Ordinary Mail Missing

An important item of mail, consisting of an X-Ray Plate, which was posted at St. John's by ordinary post on the 27th May last and addressed to Dr. Richards, General Hospital, Toronto, is missing. There is the possibility that the item may have been missent to an Outport Office in Newfoundland. All Offices should, therefore, give the matter attention and if the item is on hand at any Office it should be returned immediately to the Director of Postal Services and a service telegram sent to the Director informing him of the fact.

Foreign Mails

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Thursday, the 8th July. Delivery should be effected in Montreal and New York on or about Monday, the 12th July. Correspondence for Great Britain and Transatlantic

ships will connect at Montreal with the "DUCHESS OF YORK" due to sail on the 16th July and return to England on the 23rd July, but any such correspondence endorsed "Via New York" will be forwarded for despatch by the S.S. "NORMANDIE" due to sail from New York on the 14th July and arrive at Southampton on the 19th July.

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m., for despatch same day, on Sunday the 12th July. Delivery should be effected in Montreal and New York on or about the following day. Correspondence for Great Britain and Transatlantic countries will connect at Montreal with the S.S. "DUCHESS OF YORK" but any such correspondence endorsed "Via New York" will be forwarded for despatch by the S.S. "COLUMBUS" due to sail from New York on the 15th July and arrive at Plymouth on the 22nd July.

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's; up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Tuesday, the 13th July. Delivery should be effected in Montreal and New York on or about Monday, the 19th July. Correspondence for Great Britain and Transatlantic countries will connect at Montreal with the S.S. "MONTCALM" due to sail on the 24th July and return to England on the 1st August, but any such correspondence endorsed "Via New York" will be forwarded for despatch by the S.S. "BREMEN" due to sail on the 18th July and arrive at Southampton on the 23rd July.

TELEGRAPHS

Lists of Radio Receiving Sets

A large number of Postmasters at non-money order Post Offices have failed to supply lists of persons operating radio receiving sets in the district served by their Offices.

This is contrary to instructions contained in previous issues of the Post Office Circular and a verbal letter (copy of which is given below) has been sent to the Offices concerned:—

"No list of persons operating Radio receiving sets in the district served by your Office has been received.

"Please refer to pages 83, 96, 99 and 119 of the Post Office Circular and see that this list is forwarded to the Chief Inspector of Wireless Services by first mail, and a copy kept on file at your Office.

"If there are no Radio sets in your district a report to this effect should be sent in or if there are sets which are defective or not operating for any reason this fact should be noted opposite the name on the list.

"Failure to carry out these instructions may result in disciplinary action being taken. Secretary."

Radio Licences

All Money Order Offices should note that Radio licences issued on and from 1st July to persons who have not paid for the year ending 30th June, 1937, must be dated to expire on 30th June 1937. The Department will not be in a position to request payment of 1937-38 licences before January next.

ACCOUNTING

Errors in Money Orders

The following is a list of Offices with the number of errors in the Money Order Service the officials at those Offices have been responsible for during the month of May last. Only Offices where the number of errors was as many as four or more have been recorded:—

Office	No. Errors	Orders Issued and Paid During the Period in Which Errors Were Made
Aguathuna	5	81
Badger	4	167
Bell Island Mines	4	934
Britannia	4	29
Curling	6	236
Elliston	6	45
Englee	5	26
Grand Falls	5	1390
Heart's Content	4	133
King's Point	5	55
Lewisporte	5	184
Newstead	5	23
St. Georges	5	208
St. Jacques	4	61
St. John's G. P. O.	5	4037
Seal Cove, W. B.	4	15
Victoria Village	4	37
	—	—
	80	7711
	—	—

The total number of orders issued and paid during the period in which these errors were made is as follows:—

Number of Orders Issued	16603
Number of Orders Paid	8149
	—
Total	24752
	—
Total number of errors	256
Percentage of errors	1.03

i.e., approximately 10 errors per every thousand orders issued and paid.

Percentage of Figure errors5
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i.e., 5 figure errors per every thousand orders issued and paid.

POST OFFICE



CIRCULAR.

THURSDAY, 15th JULY, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

OBITUARY

The Department regrets to announce the death of Mr. N. S. Abbott, Postmaster at Peckford's. Mr. Abbott entered the Postal Service in 1898.

APPOINTMENTS

AND FALLS ... Mr. Lorenzo Wicks to be Messenger as from the 1st July, 1937.
 PECKFORD'S ISLAND ... Mr. Jas. E. Abbott to be Postmaster as from the 1st July, 1937.
 This is a seasonal office open only during the fishing season.
 ... COVE, F.B. ... Miss Winnie Loveless to be Postmistress and Telephone Attendant as from the 1st August.
 ... SADENA ... Mr. A. Watton, Postmaster, has withdrawn his resignation, which was announced in the Post Office Circular of the 24th June, 1937, and will continue in Office as Postmaster.

RESIGNATIONS

... LEAMINGTON ... Miss L. Marsh, Postmistress and Telephone Attendant, effective 31st July, 1937. Salary \$120. per annum. Applications close 20th July, 1937. Advertised locally.

NOMENCLATURE BOARD

Under the provisions of Chapter 35 of the Consolidated Statutes of Newfoundland (Third Series), entitled "Of the Postal and Telegraph Services," and upon the recommendation of the Board appointed under Section 101 thereof, notice is hereby given that, three months after date, proclamation will issue providing that—

- (1) Pasadena in the Humber Valley be permanently so named; and
- (2) The Settlement situated at the Railway Mile 213 West of St. John's in the vicinity of which an Airport is in process of being established, be named "Newfoundland Airport."

J. A. WINTER,
 Commissioner for Home Affairs and Education.

15th June, 1937.

Staff Forbidden to Deal in Postage Stamps

The Staff are reminded that they are forbidden to deal in Postage Stamps. Any Post Office Staff who is found to be in violation of this instruction may render himself liable to dismissal, if not to severer penalties. This prohibition does not extend to an official maintaining his own collection.

MAILS

Carelessness in Dealing With Registered Mail

There is still evidence of carelessness on the part of the Staff in dealing with registered mail, particularly for despatch. A specific case occurred recently in connexion with a despatch to No. 2 Express. The Office of despatch entered particulars of the registered item on the bill but omitted to enclose the registered item in the mail and it was not until two telegrams had been sent and a delay of forty hours incurred that the Office of despatch replied that the registered item had been left out of the mail through inadvertence.

Carelessness of this description, and delay or disregard in replying to telegrams of enquiry will render the officer responsible liable to disciplinary action. It is the duty of a Postal Official to give immediate attention to any enquiry received at his Office in connexion with registered mail, whether the enquiry is by telegram or by letter.

Foreign Mails

Correspondence for Canada, the U. S. A. and American Countries generally will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.), for despatch same day, on Thursday, the 15th July. Delivery should be effected in Montreal and New York on or about Monday, the 19th July. Correspondence for Great Britain and Transatlantic Countries will be held back for despatch by the S.S. "NOVA SCOTIA" due to sail on the 19th July, but any such correspondence endorsed "Via New York" will be forwarded for despatch by the S.S. "BER-ENGARIA" due to sail from New York on the 21st July and reach England on the 27th July.

Correspondence for Canada, the U. S. A. and American Countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch same day, on Sunday, the 18th July. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" but any such correspondence endorsed "Via New York" will be forwarded for despatch by the S.S. "EUROPA" due to sail from New York on the 24th July and reach England on the 29th July.

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Tuesday, the 20th July. Delivery should be effected in Montreal and New York on or about Monday, the 26th July. Correspondence for Great Britain and Transatlantic Countries will connect at Montreal with the S.S. "MONTCALM" due to sail on the 24th July and reach England on the 1st August, but any such correspondence endorsed "Via New York" will be forwarded for connexion with the S.S. "EUROPA."

TELEGRAPHS

Battle Harbour Wireless Station—Daily Broadcast

For the information of the Fishermen proceeding to the Labrador Coast, it should be noted that Battle Harbour Wireless Station broadcasts the fishery, bait, ice and weather forecasts daily at 7.30 p.m.

Labrador Wireless Stations

The Summer Station at Holton, Labrador, was opened 10th July.

Bait Intelligence Reports

Commencing 10th July a daily bait report from Port-aux-Basques, Bonavista, Fogo, Dildo, Carbonar, Holyrood, Cape Broyle, Burin, Rencontre West and Burgeo, has been inaugurated by the Department of Natural Resources. Postmasters at the above named Offices must keep in touch

authoritative sources of Bait intelligence and get from them a report of the movement of bait each morning as early as possible. This must be wired to St. John's addressed "Bait" and "Collect." A sample message would read as follows:—

"No. 4.Burin.5 Collect.Bait, St. John's.

"Squid struck in to-day," or "Squid plentiful," or "Squid very plentiful."

No signature is necessary. The message should be made as short as possible to keep the text in ten words.

A special rate of 15 cents for ten words and 1 cent for each additional word will apply to this message.

If there is no bait a notice should be sent by service to St. John's stating "No bait report today."

On receipt of these messages, the originals of which will be delivered at the Department of Natural Resources, a message will be compiled in the St. John's Telegraph Office for Broadcast by the Telegraph system and through the Radio Broadcasting Stations. Copies of this Broadcast message will also be given to the Daily Papers. This service will terminate on 10th September unless otherwise advised.

Telegraph and Telephone Maintenance

The attention of Postmasters is directed to Secretary's Circular No. 85, in which it is laid down that no bill for labour should be forwarded to Headquarters for payment unless the number of hours worked is shown in detail and the necessary report form is properly filled in and enclosed with the bill. Postmasters should certify these bills before they are sent to Headquarters.

ACCOUNTING

Payment of Canadian and U. S. A. Money Orders

The attention of Postmasters is directed to the following instructions in connexion with the payment of Canadian and U. S. A. Money Orders:

- (1) The Money Order and the Money Order Coupon must be signed by the payee, and the stamp of the paying office shown on both, the Money Order and the Coupon. The Money Order coupon should be retained by the Postmaster.
- (2) The Money Order Coupons should be filed in a convenient place and kept for a period of two years.

The original order will be returned by the Accounts Branch to the Country of origin. The following instructions should be closely followed as a protection in case of a disputed payment.

Remittances of Cash

Postmasters should refer to page 128 of the Post Office Circular dated 24th June, 1937, and the instructions under the heading "Remittances of Cash." Since the circular was issued the following Offices have failed to comply with these instructions:—

Fredericton	Queens Cove
Charlottetown	Seal Cove, W.B.
Petites	Raleigh
Cape Onion	Chapel Arm
Red Bay	Mose Ambrose
Oderin	St. Albans
Boyd's Cove	St. Juliens
Elliotts Cove	Fox Harbour

The following are particulars of the kinds of errors for which these Offices are responsible:

- (1) Omitting to enclose remittance slips.
- (2) Omitting Remittance Form when Stamp Requisition is enclosed.
- (3) Separate Registered letters for separate Remittances instead of enclosing separate remittances in one large envelope, No. 615.
- (4) Telegraph and Phonotelegram cash remitted separately.

Telegraphed Money Orders

Postmasters when forwarding a number of telegraph Money Orders to the Accounts Branch should place them in correct numerical order and fold them into bundles instead of folding each order separately.

This will save time both at Head Office and the Post Office concerned.

Postmasters are reminded that all telegraph money orders are to be forwarded direct to the Accounts Department with their account sheets; in no case must they be sent to the Head Postmaster, St. John's.

POST OFFICE



CIRCULAR.

THURSDAY, 22nd JULY, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St.-John's, Newfoundland

Visit of the Hon. Commissioner for Finance

On Saturday, the 17th July, the Department was honoured by a visit from the Hon. J. H. ...
on, Commissioner for Finance.

The Hon. Commissioner inspected the Postal, Telegraph and Accounting Sections of the
eral Post Office and the Parcel Depot, and commented favourably upon the work of the Staff.

Major E. E. Harper

The Department of Posts and Telegraphs is pleased to observe from a recent issue of the
sh Post Office Circular that Major E. E. Harper, who for two years, up to September 1936,
plied the post of Secretary to the Department, has been appointed to the important post of Post-
er-Surveyor of Belfast. Major Harper will commence his new duties on the 7th September

APPOINTMENTS

George's-Port-aux-Basques Mr. Willis Pike to be Line Repairer as from the 1st August, 1937.
edale, Labrador Mrs. M. E. Grubb to be Postmistress as from the 1st July, 1937.
ick's Cove Mr. Denis McGrath, to be Postmaster and Telephone Attendant
as from the 19th July, 1937.
wood Mr. Langdon Nichols to be temporary Messenger as from the
15th July, 1937.

RESIGNATIONS

leyville Mr. Geo. Ralph, Postmaster and Telegraph Operator, effective
31st August, 1937.
chman's Cove, B. O. I. Mrs. Geo. R. Wheeler, Postmistress and Telephone Attendant,
effective 15th August, 1937. Salary \$36. per annum.
Applications close 9th August, 1937. Advertised locally.
edale Miss B. E. Perrett, Postmistress, effective 30th June, 1937. Not
advertised.

RETIREMENTS

r Lake Mr. Patrick Healey, Messenger, to retire on the 31st August,
1937. Salary \$120. per annum. Applications close 17th
August, 1937. Advertised locally.

VACANCIES

John's Telegraph Head Office Applications addressed to the Secretary, Department Posts and
Telegraphs, will be received up to the 17th August, 1937.
for the position of Telegraph Operator at the St. John's
Head Office. Salary \$600-40-1120. Morse telegraph and
typewriter qualifications are essential.

Wesleyville Applications addressed to the Secretary, Department Posts and Telegraphs, will be received up to the 17th August, 1937, for the position of Postmaster and Wireless Operator at Wesleyville. Salary \$600 per annum. Wireless qualifications are essential.

Norris' Arm Applications addressed to the Secretary, Department Posts and Telegraphs, will be received up to the 17th August, 1937, for the position of Postmaster and Telegraph Operator at Norris' Arm. Salary \$456. per annum. Morse telegraph qualifications are essential.

Candidates desiring to offer themselves for the above vacancies must forward their applications through their immediate superior officers. Candidates must state their names in full, their date of birth, educational qualifications, departmental experience, whether married or single and the names of two persons outside of the service to whom application may be made with reference to character. The successful candidates will be required to furnish a certificate of medical fitness.

Postmasters should copy the above notices of vacancies neatly in ink, if a typewriter is not available, and exhibit them in a prominent position on the public side of their offices.

Foreign Mails

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Thursday, the 22nd July. Delivery should be effected in Montreal and New York on or about Monday, the 26th July. Correspondence for Great Britain and Transatlantic countries will connect at Quebec with the S.S. "EMPRESS OF BRITAIN" due to sail on the 31st July and arrive at Southampton on the 5th August, but any such correspondence endorsed "Via New York" will be forwarded for despatch by the S.S. "QUEEN MARY" due to sail from New York on the 28th July and arrive at Southampton on the 2nd August.

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John up to 8.30 a.m. for despatch same day, on Sunday, the 25th July. Delivery should be effected in Montreal and New York on or about the following Thursday. Correspondence for Great Britain and Transatlantic countries will connect at Quebec with the S.S. "EMPRESS OF BRITAIN" but any such correspondence endorsed "Via New York" will be forwarded for connexion with the S.S. "ILE DE FRANCE" due to sail from New York on the 29th July and arrive at Plymouth on the 4th August.

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Tuesday, the 27th July. Delivery should be effected in Montreal and New York (central districts) on or about Saturday, the 31st July. Correspondence for Great Britain and Transatlantic countries will connect at Quebec with the S.S. "EMPRESS OF BRITAIN," but any such correspondence endorsed "Via New York" will be forwarded to New York for connexion by fast steamer, the particulars of which have not yet been advised.

TELEGRAPHS

For the month of June there were 18 errors and 3 delays. It is gratifying to note that no failures occurred. The following Offices were involved in the errors and delays:—

Cases		Cases	
Campbellton	2	Nippers Harbour	2
Cook's Harbour	1	Placentia	5
Corner Brook	3	Port au Port	1
Deer Lake	1	St. John's	0
English Harbour West	1	St. Anthony	1
Grand Bank	2	St. Kyran's	1
King's Cove	1	Stephenville Crossing	1
Little Bay Islands	2	Topsail	1

2nd July, 1937

14

Where the responsibility for an error cannot definitely be fixed the case is recorded against both Offices concerned.

Fines of fifty cents each were imposed on the following officers for failing to verify figures:

Miss Walsh, Stephenville Crossing; Miss McIsaac, Port au Port; Mr. Dawe, Placentia; Mr. Penwell, Grand Bank.

Traffic

The total number of paid telegrams for June was 48,066, of which 1334 were sent by the Priority Service. The total for June 1936 was 37,588.

The number of service messages for June was 7476, as compared with 7974 for June 1936. Renewed attention is drawn to the necessity of using the service message system only in cases of emergency. Postmasters who abuse the discretion allowed them are liable to be called upon to pay for service messages irregularly sent.

The public message service consisted of 10,194 words, which was the traffic equivalent of 196 telegrams at the St. John's Head Office.

Department of Rural Reconstruction

The Department of Rural Reconstruction has taken over from the Department of Natural Resources all matters pertaining to Agriculture Co-operation and Land Settlement, and advises that all telegrams in reference to these activities should in future be addressed to the Department of Rural Reconstruction. Care should be taken to see that the rule in connexion with accepting "collect" telegrams from recognised officials or agents of Government Departments only is strictly observed—see Page 127, Post Office Circular of the 24th June.

Humidity Forecast

The Humidity Forecast from the Canadian Meteorological Service at Toronto commenced on Monday, the 12th July. Copies of the forecast are delivered to the Fire Patrol Headquarters at Whitbourne and Grand Falls, the Woods Department of the International Power & Paper Co., Corner Brook, the Anglo Newfoundland Development Co., Grand Falls, and to the Radio Broadcast Stations. The forecast is also Broadcast over the Department's Telegraph and Telephone system.

Telegraph Line Changes

The Office at Harbour Main, Conception Bay, was looped in on No. 8 main line on the 16th July, giving that Office a direct connexion to St. John's, instead of working through the Holyrood Railway Station as formerly. Harbour Main will, in future, repeat for Conception Harbour and Fondale.

Old Telegraph Line Sold

The old telegraph line from the Twillingate Office to Little Harbour, (approximately 2½ miles of pole line, and one mile of wire on the Twillingate Telephone & Electric Company's poles), which was abandoned by this Department in 1934, when the wireless system was introduced, was sold to the Twillingate Telephone & Electric Company on the 20th May, 1937.

ACCOUNTING

Telegraph Money Orders

The attention of Postmasters is drawn to an error in the last paragraph on Page 140 of the Post Office Circular, dated the 15th July 1937, which reads "Telegraph Money Orders are to be forwarded direct to the Accounts Department with their account sheets."

Telegraph Money Orders are to be forwarded by Postmasters as formerly instructed, in a separate envelope marked "Telegraph Money Orders," to the Accounts Office by the first mail leaving their Offices and not held over until the accounts are closed; under no circumstances must the telegraph money orders be included with accounts.

Duplicate Money Orders

Postmasters applying for a duplicate money order in favour of the payee must in all cases give the full address, including the name and number of the street. If this information is not given in the first instance delay and inconvenience is occasioned owing to the Accounts Branch having to obtain the information by telegraph.

Stolen Canadian Postal Money Orders

The following Canadian Money Order Forms have been reported stolen:—

Huntingdon, B. C.	Nos. 9980 to 10,000 inclusive
Huntingdon, B.C.	Nos. 1 to 400 inclusive

Stolen United States Postal Money Order Forms

The following U. S. A. Money Order Forms have been reported stolen:—

New River, Fla.	Nos. 16026, 16027 and 16028
Archie, Mo.	Nos. 68967 to 69000 inclusive
Petters, Ark.	Nos. 20798 to 20800 inclusive
Brownsboro, Tex.	Nos. 44595 to 44600 inclusive
Laureville, Ohio	Nos. 99514 to 99600 inclusive
South Londonderry, Vt.	Nos. 83273 to 83400 inclusive
Worcester, Station 11, Mass.	Nos. 102584 to 102592 inclusive

The above Canadian and United States Postal Money Orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on Page 31 of the Post Office Circular of the 7th January, and Page 53 of the Circular of the 11th February.

POST OFFICE



CIRCULAR

THURSDAY, 29th JULY, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENTS

Bonavista .. . Mr. Roland Abbott to be Messenger Assistant as from the 1st August, 1937.

Point Leamington .. . Miss Doris Maud Rowsell to be Postmistress and Telephone Attendant as from the 1st August, 1937.

Petty Harbour .. . Miss Dulcie Lee to be Acting Postmistress until new appointment made.

TRANSFERS

King's Cove .. . Miss Meta C. Frampton, Postmistress and Operator, transferred from Port Saunders as from the 9th August. Mrs. L. C. White, ex-Operator, will be in charge of Port Saunders until a new appointment is made.

VACANCIES

Port Saunders .. . Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to the 17th August, 1937, for the position of Postmaster and Wireless Operator at Port Saunders. Salary \$420. per annum. Wireless qualifications are essential. Applicants should state their names in full, date of birth, educational qualifications, whether married or single, departmental experience and the names of two persons outside the service to whom application may be made with reference to character. The successful applicant will be required to furnish a certificate of medical fitness. Candidates desiring to offer themselves for the vacancy must do so through their immediate superior officers.

MAILS

Packing Regulations for Parcels

Cases frequently arise of damage to other mails by reason of the insecure packing of certain types of parcels. When parcels are handed in at Post Offices for despatch officials should insist upon the following standards of packing and should refuse to accept parcels which, in their opinion, will cause damage to other mails.

Fruit, and more especially **soft fruit**, such as Partridge Berries or Blue Berries must be so packed that the juice cannot exude or serious damage to the mails may result. Metal boxes with tightly fitting lids should be used, securely tied with string crossing the lids in two directions. No parcels should be accepted which contain soft fruit packed in a chip or wicker basket or a cardboard box, or a tin box with a lid that is not both tightly fitting and securely tied. The parcel should be marked "Fruit with care."

Liquids. Tins containing liquids must be securely sealed. Tins containing a pint or more should be packed in wooden boxes or wicker cases. Bottles, containing liquids, must be firmly sealed. Each bottle should be wrapped separately and special attention paid to the wrapping around the shoulders of the bottle. The bottle or bottles should be securely packed in a rigid box of wood or metal or, (in the case of very small packets) strong corrugated cardboard with plenty of soft packing between the bottles, and the top, bottom and sides of the box. The soft packing must be of sawdust or some spongy substance in sufficient quantity to absorb all the liquid contents in case of breakage, and the box used must open at one end only and have a tightly fitting or screw lid. X

Fish and Meat. Parcels of fish and meat should be marked "perishable" and must be so packed as to prevent contact of the contents with other postal packets or leakage of any moisture. They should not be accepted for any destination to which the parcel is not likely to arrive within three days of posting.

Eggs. The safe transit of Eggs cannot be guaranteed but the following method of packing is recommended. Use of a wooden or other rigid box with suitable partitions and a well fitting lid. Wrap each egg separately in newspaper or other soft materials. Place the eggs on end, each in a separate partition, and fill up the vacant spaces in the box with newspaper or cotton waste. Mark the parcel "Eggs."

Butter, Cream, Semi-Liquid and greasy or strong smelling articles must be so packed that the contents will not soil or taint other packets. Where a tin is used, e.g., for cream, the lid must fit tightly and the tin should be wrapped in grease-proof or corrugated paper and securely tied with string crossing the lid in two directions. Semi-liquids, butter and other greasy substance must have a securely closed inner cover of greaseproof paper or some substance impervious to moisture and grease, in addition to an outer covering of wood or metal sufficiently strong to prevent any risk of the contents escaping during transit.

The Staff should acquaint the public of the above instructions at any suitable opportunity.

FOREIGN MAILS

Correspondence for Canada, the U. S. A. and American Countries generally will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Thursday, the 29th July. Delivery should be effected in Montreal and New York on or about Monday, the 2nd August. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" due to sail from St. John's on the 3rd August and arrive at Liverpool on the 9th August, but any such correspondence endorsed "Via New York" will be forwarded for despatch by the S.S. "NORMANDIE" due to sail from New York on the 4th August and arrive at Southampton on the 9th August.

Correspondence for Canada, the U. S. A. and American Countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m., for despatch same day, on Sunday, the 1st August. Delivery should be effected in Montreal and New York on or about the following Thursday. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" but any such correspondence endorsed "Via New York" will be forwarded to New York for connexion with the S.S. "NORMANDIE."

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Tuesday, the 3rd August. Delivery should be effected in Montreal and New York (Central Districts) on or about Saturday, the 7th August. Correspondence for Great Britain and Transatlantic countries will be despatched by the S.S. "NEWFOUNDLAND" but any such correspondence endorsed "Via New York" will be forwarded to New York for connexion by fast steamer, the particulars of which have not yet been advised.

TELEGRAPHS

Service Messages and D. H. Telegrams

The practice of treating as service messages D.H. telegrams sent to the Staff Clerk and others on Postal matters should be discontinued.

"Services" are messages having reference to telegraph matters only, such as errors in transmission, delays, non-delivery notices and all communications relating to telegrams or telegraph routine.

Telegrams to the Secretary, Director of Postal Services, Accountant, Staff Clerk and others on Postal work or other matters must not be treated as service messages but checked D.H. and given a separate serial number in accordance with the notice sent to all offices on the 21st July.

D.H. Traffic must be shown separately in the monthly traffic reports and not included amongst the number of paid telegrams. The number sent and received should be stated separately.

Monthly Telegraph Traffic Reports

Monthly Telegraph Traffic Reports must be telegraphed to St. John's within the first two or three days after the end of each month. They must contain the number of ordinary telegrams sent and received including priority, the number of phono-telegrams sent and received and the number of D.H. telegrams sent and received. The number of sent and received priority telegrams will also be shown separately. The total number of actual telegrams repeated by telegraph or telephone and not the number of repetitions must be shown. So that the reports should be uniform the order indicated in the following example should be observed :

- A. Ordinary telegrams sent 10. Received 15.
- B. Phono-Telegrams sent 2. Received 3.
- C. "Pinks" sent Nil. Received 1.
- D. D.H. telegrams sent 1. Received 1.
- E. Repeated 50 (excluding service messages).

The Staff in the Outport Offices should give close attention to these reports in order to ensure that they are accurately prepared and punctually telegraphed to the Head Office.

Botwood Airport

The special Telegraph Office, opened at Botwood on the 5th July to deal with the additional work in connexion with the first trial flight of the Transatlantic Air Service, was closed on the 17th July. 6,174 words of press were dealt with at the Office during the time it was open.

ACCOUNTING

Errors in Accounting

Despite the detailed instructions issued for the guidance of officers many Postmasters continue to be guilty of repeated irregularities in connexion with their accounts. The following list indicate some of the common types of irregularity with an indication of the Offices which are mainly responsible :—

- (1) Failure to witness the signature of the payee on Duty Cash Refund Notice (Form 1007)—

Buchans
Corner Brook
Flower's Cove
Howley

Jamestown
Millertown
Shallop Cove
Twillingate

29th July, 1937

- (2) Failure to list particulars of Refunds and Reduction Notes on the back of Remittance Forms—

Lewisporte
Tizzard's Harbour
Twillingate

St. Georges
St. Theresas

- (3) Irregular use of Money Order Remittance Form for remitting cash collected on Duty Account. Form 1045 should always be used when cash is remitted on Duty Account—

Hillview

- (4) Failure to list Duty Bill numbers on Duty Remittance Form 1045.

Black Island
Bonavista
Campbellton
Cartwright
Eastport
Fortune Harbour

Garnish
Hopedale
Horse Islands
Jamestown
Harbour Breton

- (5) Failure to enclose any remittance form in a cash remittance—

Bellburns

- (6) Failure to date Postmasters' Report (Form 1020 for small Offices and 1016 for larger Offices)—

Salmon Cove

- (7) Failure to enclose with Postmasters' Report a list of telephone subscribers whenever cash is received for telephone rentals—

St. George's

Money Orders Sterling Rate of Exchange

As from the 23rd July, 1937, the sterling rate of exchange for Money Orders drawn upon Great Britain and Foreign countries other than Canada and U. S. A. was increased from \$4.95 to \$5.00 for issuing, and from \$4.90 to \$4.95 for paying.

The following conversion tables are to be used as from 23rd July :—

Table G For issuing

Table F For paying

Special care must be taken to use the proper table.

The Staff should also note that the conversion table "F" should be used for paying British Postal Notes presented at their Offices; i.e., the paying rate should be \$4.95 to the £1. British Postal Notes are issued only at St. John's, at the General Post Office, the East End Branch Office and West End Branch Office. The existing rate for the issue of British Postal Notes will continue until further notice.

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POST OFFICE



CIRCULAR.

THURSDAY, 5th AUGUST, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

RESIGNATIONS

- Carter's Cove ... Mrs. E. Farr, Postmistress and Telephone Attendant, effective 31st August, 1937. Not advertised.
- Stag Harbour ... Miss Nellie Coish, Postmistress and Telephone Attendant, effective 31st July, 1937. Not advertised.
- Shambler's Cove ... Mrs. Ada Ford, Postmistress and Telephone Attendant, effective 31st July, 1937. Not advertised.

APPOINTMENTS

- Carter's Cove ... Mr. Raymond Farr to be Postmaster and Telephone Attendant as from the 1st September, 1937.
- Stag Harbour ... Mrs. Bessie Coish to be Postmistress and Telephone Attendant as from the 1st August, 1937.
- Shambler's Cove ... Miss Olive Stagg to be Postmistress and Telephone Attendant as from the 1st August, 1937.
- St. John's Telegraph Delivery ... Mr. Harold Harding to be Messenger as from the 1st August, 1937.

Fuel

Postal Telegraph Offices which have not received their supply of coal for 1937-38 by the 31st August, and which cannot purchase supplies locally, or cannot use wood, should advise the Director of Postal Services of any schooner from their locality coming to St. John's that would be prepared to take the coal to their Office.

It would be advisable to see the Captain of any such schooner and advise him to call at the General Post Office, St. John's, and see the Director of Postal Services.

Interior Repairs to Offices

Offices which received no allowance for interior repairs during the year 1935 or 1936 should notify the Director of Postal Services before the 31st August of any repairs necessary this year, and state definitely what repairs are required giving approximately the cost.

Included in repairs would be canvas for office floor, oil cloth for office table, stove piping, etc. Each item should be shown separately, and if the Postmaster could purchase it in his locality he should state the cost. Offices which were given an allocation for interior repairs during 1935 or 1936 will not be given another in 1937.

The Department does not make any allocation for interior repairs to an office when it is a room in or attached to the official's residence or store. Except in cases of extreme urgency no allocation will be made after 1st October in any year.

5th August, 1937

If a stove or part of a stove is required application should be made to the Controller of Stores. A Postmaster should say definitely what type of stove he has, what is wrong with it, and if a replacement is necessary, the type of stove required. If a part of a stove is required he should state definitely what part and the type and number of the stove.

All applications for stoves or parts should be made before the 30th September in any year.

MAILS

Courier Bills

Occasionally bills certified by the Postmaster for Courier Services for a month are received from eight to ten days before the end of the month, e.g., two bills have been received for July services, one dated the 20th July, the other the 24th July.

A Postmaster cannot certify that a Courier Service has been faithfully performed for any month if he forwards a certified bill eight or ten days before the end of the month. The issuing of a certificate, involving payment from public funds, is not a mere matter of form but one of grave responsibility, and no Postmaster should certify a bill for courier services until the end of the period for which the bill is made out, and the Postmaster can truthfully say that the services have been properly performed.

There is no advantage in sending bills before the last of the month as they will not be passed for payment before that date. Any Postmaster who sends in certified bills for courier services before the services are performed is likely to cause delay in the payment of the account.

Winter Courier Services

Postmasters who have Winter courier services operating from their offices should answer the following questions and forward a report to the Director of Postal Services before the 15th September :

1. Was the route given any one courier last year too long?
2. Assuming that the route next Winter will be the same as last, at which end should the courier reside?
3. Did the couriers make connexions last Winter with both inward and outward mails, if not, what can be done to make the connexions more certain?
4. Provided the train schedules are the same as last Winter on what day of the week should mail for your Winter courier service be despatched from St. John's, Monday or Thursday?
5. Were mails assorted to the proper distribution office last Winter? The Department cannot increase the number of distribution offices, but will consider any case where the distribution arrangements should apparently be revised.

Foreign Mails

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Thursday, the 5th August. Delivery should be effected in Montreal and New York on or about Monday, the 9th August. Correspondence for Great Britain and Transatlantic countries will connect at Montreal with the S.S. "DUCHESS OF YORK" due to sail on the 11th August and arrive at Liverpool on the 18th August, but any such correspondence endorsed "Via New York" will be forwarded for despatch by the S.S. "QUEEN MARY" due to sail from New York on the 11th August and arrive at Southampton on the 16th August.

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch same day, on Sunday

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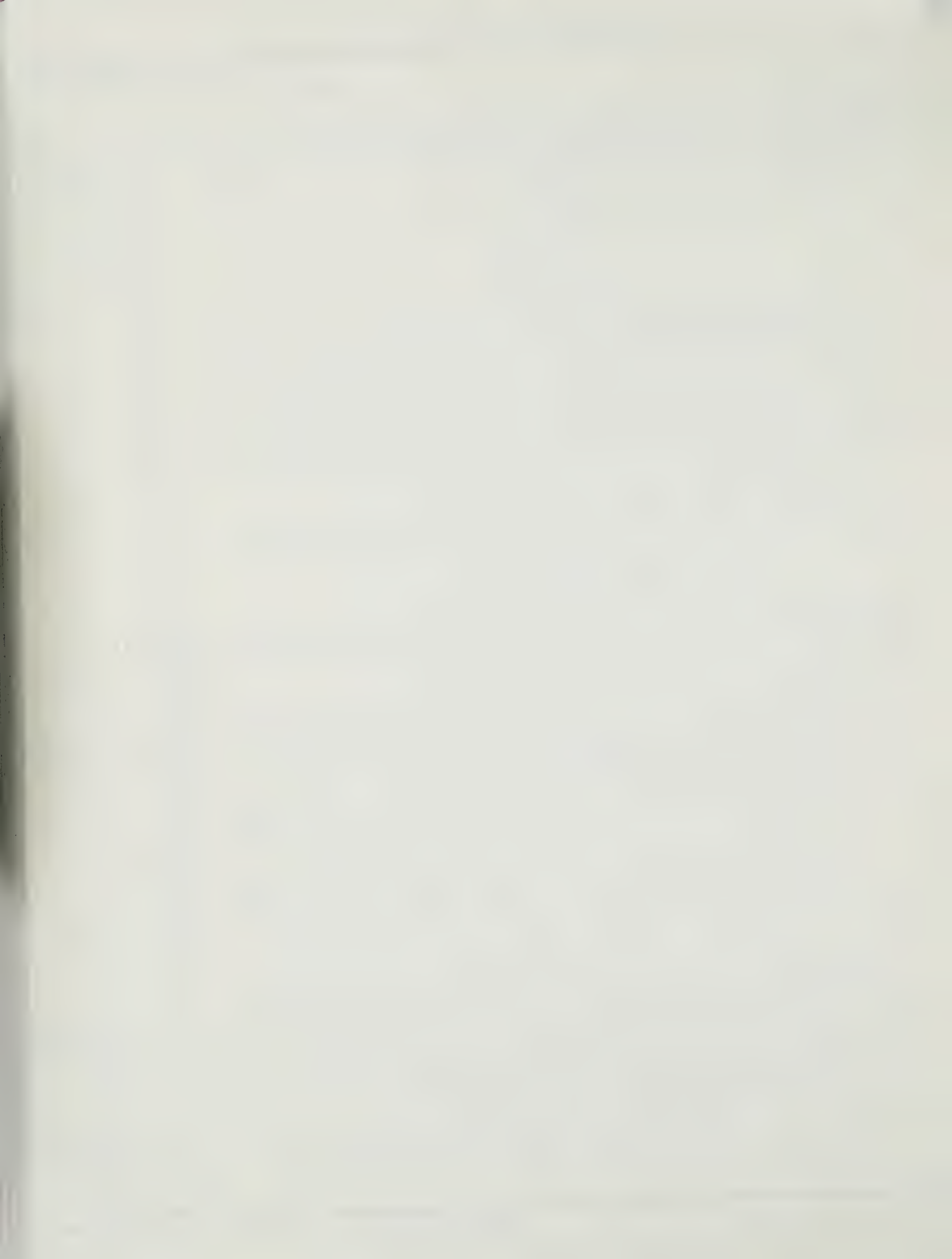
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5th August, 1937

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the 8th August. Delivery should be effected in Montreal and New York on or about the following Thursday. Correspondence for Great Britain and Transatlantic countries will connect at Quebec with the S.S. "EMPRESS OF BRITAIN" due to sail on the 14th August and arrive at Southampton on the 19th August, but any such correspondence endorsed "Via New York" will be forwarded to New York for connexion with the S.S. "AMERICAN TRADER" due to sail on the 13th August and reach England on the 22nd August.

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.), for despatch same day, on Tuesday, the 10th August. Delivery should be effected in Montreal and New York (Central Districts) on or about Saturday, the 14th August. Correspondence for Great Britain and Transatlantic countries should also connect with the S.S. "EMPRESS OF BRITAIN," but any such correspondence endorsed "Via New York" will be forwarded to New York for connexion by the S.S. "COLUMBUS" due to sail from New York on the 15th August and arrive at Plymouth on the 22nd August.

TELEGRAPHS

Preferential Treatment to be Accorded Aircraft Traffic

The attention of Postmasters is drawn to the following notice which was issued to all Offices on the 23rd July, 1935:—

"All Aircraft telegrams are to be given priority. All enquiries, reports, etc., regarding Aeroplanes, must be prefixed "rush" and rushed through, with all possible speed. No excuse will be accepted for any delay that can be prevented to Aeroplane telegrams after this notice. If a plane is in danger or overdue anywhere on your circuit do not close your office until you get permission."

The introduction of the special priority service since the above notice was issued does not alter the fact that all Aircraft telegrams are to be given priority treatment in transmission.

Instead of signalling "Pink" (priority) on Aircraft traffic, which has not been paid for at priority rate the prefix "rush plane" must be used and traffic of that nature be rushed with the utmost despatch. This will also apply to service messages regarding aircraft and to weather reports and forecasts or other information in connexion with same.

ACCOUNTING

Telegraphing for Funds

The attention of Postmasters is drawn to Post Office Circular dated April 1/37, pages 79 and 80, which shows a specimen of the telegrams as they should be prepared when requisitioning for funds.

Quite a number of Postmasters have failed to follow the instructions given and are causing a delay and confusion in the Accounts Branch.

Postmasters should read the instructions carefully and carry them out whenever requisition is made for funds. If they fail to do so they will be held responsible for whatever delay and inconvenience may thereby arise in attending to the requisitions at Headquarters.

Errors in Money Orders

The following is a list of Offices with the number of errors in the Money Order Service the officials at those Offices have been responsible for during the month of June last. Only Offices where the number of errors was as many as four or more have been recorded:—



5th August, 1937

Office	No. of Errors	Orders Issued and Paid During the Period in Which Errors Were Made
Aguathuna	5	97
Bell Island Mines	2	922
Bonavista	5	336
Botwood	5	473
Cape LaHune	4	39
Curling	4	277
Gambo	5	157
Grates Cove	6	25
Ladle Cove	4	43
Musgrave Harbour	4	47
St. Jacques	4	61
St. John's, G. P. O.	4	4281
	58	6763

The total number of orders issued and paid during the period in which these errors were made is as follows :—

Number of Orders issued	13,110
Number of Orders paid	9,421
Total	27,831
Total Number of errors	269
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POST OFFICE



CIRCULAR.

THURSDAY, 12th AUGUST, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENT

Harcourt Mrs. H. White to be Postmistress and Telephone Attendant as from the 17th August 1937.

RESIGNATION

Tizzard's Harbour Miss Dorothy Clothier, Postmistress and Telephone Attendant, effective 31st August, 1937. Salary \$84. per annum. Applications close 24th August, 1937.

Salaries

Officials should note that salary cheques cannot be issued in advance. Salaries are payable on the last working day in the month unless that day falls on Saturday in which case they are issued on the last working day preceding Saturday. No requests to make an advance can be granted.

Retirements on Marriage

Attention is drawn to paragraph 24 of the Rules for Discipline and Guidance of Civil Servants respecting retirement on marriage. It should be noted that no retiring leave is allowed in such cases.

MAILS

Posted Mail Cannot Be Handed Back

There is reason to believe that there is some misunderstanding in the minds of certain of the Outport Staff with reference to Secretary's Circular No. 3 and the notice which appeared on page 114 of the Post Office Circular of the 3rd June. If the instructions are read carefully it will be seen that they mean that correspondence once posted by the sender at an office cannot be handed back to him before being despatched from that Office.

Some officials have read the instructions in the sense that mail received at an office, and which for any reason cannot be delivered to the addressee, must not be sent back to the sender.

This is of course, incorrect and the attention of the staff is directed to page 30 of the Post Office Circular of the 7th January with reference to undeliverable correspondence. Despatches should be made up regularly for the "Dead Letter Branch," General Post Office, St. John's, and the reason for non-delivery should be stated plainly on each item, e.g., "Gone away," "not known," "deceased", etc. There should be no delay in the return of any item which it is known cannot be delivered, and the date of return should be stamped on the back of each piece.

If the reason for non-delivery is due to the fact that the addressee has moved to another settlement the Postmaster should redirect the item to the new place of address and the Postmaster at that place should satisfy himself as to the identity of the addressee before delivering it.

C. O. D. Parcels

In view of the frequent irregularities which occur in connexion with C. O. D. parcels it is considered advisable to restate the rules in an abbreviated form for the benefit of the staff. It should be understood, of course, that the staff should continue to be guided by the instructions which were given in considerable detail in the notice which was sent to all Money Order Offices on the 1st August, 1936 (Accounting Circular No. D 5), but the abbreviated instructions should present a more concise picture of the C. O. D. service and help to remedy many of the irregularities which now take place.

Procedure at Office of Mailing

- (1) C.O.D. parcels can only be accepted at Money Order Offices for delivery at Money Order Offices (see list on pages 55 and 53 of the Post Office Circular of the 18th February).
- (2) The ordinary parcel postage must be paid on all C.O.D. parcels and the insurance fee must also be paid in accordance with the insured value of the parcel. Stamps to the value of the postage and insurance fee must be affixed to the parcel.
- (3) The sender will fill in Form No. 1010 (C.O.D. Card) in all four sections, and pass it back to the receiving clerk.
- (4) The receiving clerk will date stamp and initial each section of the card in the space provided and return part "A" to the sender as his official receipt.
- (5) The receiving clerk will despatch part "B" (Advice-Coupon) and mail it as a separate item to the office of delivery. Part "C" to be detached and held at the office of posting as the official record of posting, an entry from which will be made in the C.O.D. Book. Part "D" is to be attached firmly to the parcel. After the stamps have been cancelled the parcel will be assorted for despatch to the Office of delivery.
- (6) When part "D" is returned to the Office of posting a further entry will be made in the C.O.D. book of the particulars given on the part "D" (A) to (E). Thus the transaction is closed.

Procedure at the Office of Delivery

- (1) When a C.O.D. parcel is received at the Office of delivery, an entry should be made in the C.O.D. book immediately and the addressee notified of its receipt.
- (2) The parcel may be disposed of in any one of the following ways:—
 - (a) Delivered to addressee on payment of the amount to be collected, plus the money order commission.
 - (b) Delivered free on instructions from the sender through the Office of posting.
 - (c) Returned to the sender if delivery cannot be effected to addressee within seven days of his being notified of its arrival unless there are special circumstances which make it impossible for the parcel to be delivered within seven days, in which case the Office of posting should be informed.
 - (d) Redirected to another money order Office for delivery.
- (3) (a) When the parcel has been delivered and the amount collected a money order must be issued immediately, payable to the sender of the parcel and forwarded under separate cover to his address.
- (b) When the parcel is to be redirected to another Office for delivery, (this can only be done on instructions from the Office of posting), the Postmaster at the original Office of delivery will complete his record in the C.O.D. book and re-direct the parcel with Part "D" attached and part "B" as a separate item to the new delivery Office.

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12th August, 1937

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- (c) Should it be necessary to return a C.O.D. parcel to the sender, the Postmaster will see that the space under (e) on Parts "B" and "D" is filled in. Part "D" is to remain attached to the parcel (to be detached at the Office of posting before the parcel is handed back to the sender) and part "B" to be retained at the original office of delivery. A final entry will be made in the C.O.D. Book at both Offices.
- (d) When the parcel has been delivered and the amount collected and remitted, or delivered free on authority of the sender, through the Office of posting, parts "B" and "D" of the C.O.D. Card must be properly filled in. Part "B" is to be held at the delivery Office and part "D" returned under separate cover to the Office of posting and not to the sender of the parcel as sometimes happens. A final entry must always be made in C.O.D. Books at all Offices through which the C. O. D. parcel passes.

Foreign Mails

Correspondence for Great Britain, Canada, the U.S.A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 12th August. Delivery should be effected in Montreal and New York on or about Monday, the 16th August. Correspondence for Great Britain and Transatlantic Countries will connect at Montreal with the S.S. "MONTROSE" due to sail on the 17th August and arrive at Liverpool on the 25th August, but any such correspondence endorsed "Via New York" will be forwarded for despatch by the S.S. "NORMANDIE" due to sail from New York on the 18th August and arrive at Southampton on the 23rd August.

Correspondence for Canada, the U. S. A. and American Countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch same day, on Sunday, the 15th August. Delivery should be effected in Montreal and New York on or about the following Thursday. Correspondence for Great Britain and Transatlantic countries will be held back for direct despatch by the S.S. "NOVA SCOTIA" due to sail from St. John's for Liverpool on Friday, the 20th August, and arrive at Liverpool on the 26th August, but any such correspondence endorsed "Via New York" will be forwarded for despatch by the S.S. "BREMEN" due to sail from New York on the 20th August and arrive at Southampton on the 25th August.

Correspondence for Canada, the U.S.A. and American Countries generally, will be accepted at the General Post Office St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Tuesday, the 17th August. Delivery should be effected in Montreal and New York, (Central Districts) on or about Saturday, the 21st August. Correspondence for Great Britain and Transatlantic countries will be held back for direct despatch by the S.S. "NOVA SCOTIA" but any such correspondence endorsed "Via New York" will be forwarded for despatch by the S.S. "BERENGARIA" due to sail from New York on the 21st August and arrive at Southampton on the 27th August.

TELEGRAPHS

Installation of Teleprinter Circuit

The first teleprinter circuit in the Postal Telegraph system of Newfoundland was installed at the St. John's Head Telegraph Office on the 6th August, working to the offices of the Anglo-American Cable Company.

In the teleprinter system of telegraphy the messages are despatched from the sending office by being typed out on an instrument with a key board similar to that of a typewriter. At the receiving office the messages are received on a strip of paper tape which is gummed to the message

12th August, 1937

Telephone Circuit Botwood Air Base to Newfoundland Airport

The telephone circuit consisting of a pair of No. 8 Copper wires, which the Department has been in process of building during the past two months between Botwood Air Base and Newfoundland Airport was satisfactorily completed on the 1st August. The circuit also affords communication by means of spur lines to Gleneagles and King's Head Cove.

Special Telegraphic Arrangements for Transatlantic Test Flights

Arrangements are made, whenever a test flight is in progress for continuous staffing throughout the 24 hours of the St. John's Head Telegraph Office and Botwood Post Office.

In the case of emergency, arising in connexion with these flights, whether by day or during the night, any Office which is in direct telegraph communication with St. John's should report immediately the facts of the emergency. If an emergency should occur in the vicinity of an Office which is not in direct communication with St. John's, efforts should be made to get into communication with the repeating Office by land line or wireless.

Public School Exploring Society

The expedition of British Public School Boys organised by the Public Schools Exploring Society is operating this year in the vicinity of Trout River, between Bonne Bay and Bay of Islands. The expedition is equipped with a W/T set working on call signs G8XY and G8XQ.

RADIO LICENSES

Public Notice

The Commissioner of Finance and Customs under the authority of Section 11 of the Radio Telegraph Act of 1930 hereby gives notice that Section 4 of the Regulations issued under the above Act is cancelled and is replaced by the following Regulations:—

"DURATION OF LICENCES. Licences, except for private receiving stations, will be valid for one year, commencing on the 1st July and expiring on the 30th June of the following year. All licences, except for private receiving stations, issued during the year automatically expire on the 30th June, unless otherwise specified in the licence.

Licences for private receiving stations will be valid for one year commencing on the 1st January and expiring on the 31st December. All such licences issued during the year automatically expire on the 31st December."

Notice is also given in connexion with the second paragraph of the above Regulation, that all licences for private receiving stations issued between the 1st July, 1936, and the 31st December, 1936, are hereby extended to the 31st December, 1937.

J. H. PENSON,
Commissioner for Finance and Customs.

2 August, 1937."

Offices which receive two copies of the Post Office Circular should cut out the above notice from the spare copy and place it in a conspicuous position in the public office. Offices which receive only one copy of the Circular should copy the above notice neatly in ink and exhibit it on the public side of their offices.

POST OFFICE



CIRCULAR.

THURSDAY, 19th AUGUST, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENT

Frenchman's Cove, B.O.I. Mrs. Wm. Wheeler to be Postmistress and Telephone Attendant as from the 16th August, 1937.

RESIGNATIONS

Francois Miss May Touchings, Postmistress and Wireless Operator, effective 31st August, 1937. Mrs. John Dominie will be in charge of the Office from 1st September until new appointment made.

VACANCIES

Francois Postmaster and Wireless Operator. Salary \$300. per annum. Applications addressed to the Secretary, Department Posts and Telegraphs, will be received up to the 14th September, 1937. Postal Assistants, etc., should make their application through their immediate superior officers. Applicants should state their names in full, date of birth, educational qualifications and post office experience, if any, whether married or single and the names of two persons outside the service to whom application may be made with reference to character. The successful applicant will be required to furnish a certificate of medical fitness.

LEAVE

There appears to be some misunderstanding on the part of some members of the Outport Staff as to the procedure to be followed in taking leave. This was explained on page 101 of the Post Office Circular of the 13th May. When leave is granted two telegrams should be sent by the official leaving the Office.

(1) To the Staff Clerk along the following lines:—
"Leaving to-day, relief official on duty."

(2) To the Chief Accountant as follows:—
"Cash stamp telegram money orders etc., passed over to relief official to-day."

The Relief Official should send similar wires. The same procedure must be followed when resuming duty.

In no instance should the amounts of cash and stock passed over be notified to the Staff Clerk.

In no case should an official absent himself from duty without first notifying the Staff Clerk

Hours of Business at Headquarters

Outport Postmasters should note that the hours of business for the Administration Branch and Accounts Branch at Headquarters are generally from 9 a.m. to 5 p.m. daily except Wednesdays when these Offices close at 1 p.m. When there is a whole holiday in the week the offices are open till 5 p.m. Wednesdays unless that day is the holiday. On Sundays and whole holidays and after 5 p.m. no official is normally on duty in these offices.

Postmasters should bear this in mind and transact all their business with Headquarters before these times.

In cases of emergency the Telegraph Branch will attempt to get in touch with the addressee of the message.

Staff is on duty at the Head Telegraph Office, St. John's, from 8 a.m. until midnight. When the trial transatlantic flights are in progress the staff is on duty at the Head Telegraph Office from midnight to 8 a.m. also.

MAILS

Duty Parcels—Return, Redirection, etc.

From the frequent irregularities which occur in connexion with the accounting for duty parcels it is clear that many of the staff are omitting to follow the regulations laid down in this matter.

Postmasters should bear in mind that the transfer of duty parcels from one Office to another affects the accounts of the original office of delivery and improper handling in this respect causes complications in the Accounts Branch at Headquarters and often delay and inconvenience to the addressees of the parcels.

The circumstances in which duty parcels can be transferred from one Office to another are as follows:—

- (a) Redirection within Newfoundland.
- (b) Return to the General Post Office, St. John's, for reassessment by Customs Department, on the application of the addressee.
- (c) Return to General Post Office, St. John's, as undeliverable for subsequent return to sender, or redirection to the addressee in another country.
- (d) Returned to General Post Office, St. John's, in order to be subsequently returned to sender for exchange of goods.

In the case of (a) above if the addressee has removed from one settlement to another the Postmaster of the original Office of delivery should first communicate by telegram with the Head Postmaster, St. John's, asking for authority to redirect the parcel to the new address. The bill number, date, amount of duty and the name of the addressee of the parcel should be given in the telegram to the Head Postmaster. The amount of duty shown in the accounts at Headquarters as due to be collected by the original Office of delivery will be transferred to the accounts of the Office to which the parcel is redirected.

Whenever a parcel is returned to the General Post Office for reassessment of duty the Postmaster of the Office of delivery should enclose in the special envelope No. 1006 bearing the printed address of the Head Postmaster, St. John's, a Form No. 1005 properly prepared by the addressee and certified by the Postmaster. The envelope, containing the form, should be secured to the parcel and forwarded as a registered article. The Form No. 1005 which is the application for refund of duty must be properly filled in and show all particulars in connexion with the parcel concerned. Care should be taken to see that any parts of the form, which are not applicable, should be struck out, otherwise delay will be caused in attending to the matter owing to the necessity of having to communicate again with the Office of delivery. All the necessary papers such as invoices, certificates, etc., supporting the application for re-assessment of duty, should be enclosed in the envelope No. 1006.

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Whenever a parcel is returned to St. John's for re-assessment of duty the postage to St. John's and back again to the Office of delivery must be prepaid by the addressee. In the case, however, of parcels addressed to persons in very poor circumstances, where application, supported by certificates from Clergymen, Doctors or J.P.'s is being made for cancellation of duty and the return of the parcel is necessary, the Postmaster may consult the Head Postmaster, St. John's, by telegram, with reference to the payment of postage.

When the parcel cannot be delivered and is returned to the General Post Office, St. John's, for subsequent return to the sender or redirection to the addressee in another country the Postmaster should himself prepare Form No. 1005 in all particulars and certify it. He should then enclose it in envelope No. 1006, attach the envelope firmly to the parcel and return it as a registered item.

Whenever the addressee having taken delivery of a parcel desires to return it wholly or in part to the sender for exchange of goods he should be required to fill in Form No. 1005 which must afterwards be certified by the Postmaster. The form should be enclosed in envelope No. 1006 which must be securely tied to the parcel and returned to the General Post Office, St. John's, as a registered item. A Newfoundland Customs Declaration form must be prepared and affixed to the parcel, and care should be taken to describe on the Customs Declaration Form the nature and value of the goods contained in the parcel. The words "Goods returned for exchange" should be written clearly across the face of the Customs Declaration Form. In the case of parcels of this description the return postage to the original country of origin must be prepaid by the person returning the parcel.

Foreign Mails

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 19th August. Delivery should be effected in Montreal and New York on or about Monday, the 23rd August. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" due to sail from St. John's for Liverpool on Friday, the 20th August, but any such correspondence endorsed "Via New York" will be forwarded for connexion with the S.S. "QUEEN MARY" due to sail from New York on the 25th August and arrive at Southampton on the 30th August.

Correspondence for Great Britain, Canada, the U.S.A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch same day, on Sunday, the 22nd August. Delivery should be effected in Montreal and New York on or about the following Thursday. Correspondence for Great Britain and Transatlantic countries will connect at Quebec with the S.S. "EMPRESS OF BRITAIN" due to sail on the 28th August and arrive at Southampton on the 2nd September, but any such correspondence endorsed "Via New York" will be despatched for connexion with the S.S. "ILE DE FRANCE" due to sail from New York on the 26th August and arrive at Plymouth on the 1st September.

Correspondence for Great Britain, Canada, the U.S.A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.), for despatch, same day, on Tuesday, the 24th August. Delivery should be effected in Montreal and New York (Central Districts) on or about Saturday, the 28th August. Correspondence for Great Britain and Transatlantic countries should also connect at Quebec with the S.S. "EMPRESS OF BRITAIN" but any such correspondence endorsed "Via New York" will be forwarded for despatch by fast boat, the particulars of which have not yet been advised.

TELEGRAPHS

A telegraph connection was installed in the Seasonal Railway Station at White's Road near Stephenville Crossing on the 3rd August for the transmission of traffic in connexion with the shipment of farm produce from that point. The Railway Agent is the Operator in charge.

ACCOUNTING

Acceptance of Cheques by Postmasters

With reference to the acceptance of cheques by Postmasters, the instruction contained in Section (3) of Secretary's Circular No. 6 of December, 1934 is herewith repeated:—

"Cheques. The Department of Posts and Telegraphs cannot accept responsibility for cheques in payment of any account unless properly certified by a recognised chartered Bank.

Cheques accepted by Postmasters in payment on any account should be properly endorsed by the party presenting the cheque; although the cheque has already been endorsed by the party to whom the cheque is made payable in the first instance.

In future all cheques received by the Bank of Montreal or the Accountant not properly endorsed or returned from the Bank "N.S.F." will be charged against the salary of the Postmaster."

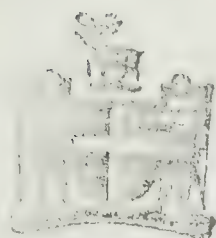
In all cases where the Postmaster cannot identify the person presenting an uncertified cheque he should, before refusing it, wire the Accountant, stating the name of the person presenting the cheque, also the Bank on which it is drawn. He should not normally refuse to accept an uncertified cheque without first making the proper enquiries. The presentation of uncertified cheques, however, should be discouraged and only cash should be accepted in payment of Post Office business, except in exceptional circumstances.

A Postmaster may on his own responsibility accept an uncertified cheque when he has personal knowledge of the person presenting it and has no reason to doubt that the cheque will be honoured.

Credit Facilities for Telegraph Business

The attention of the Staff is again drawn to the fact that if they allow credit facilities for telegraph business to any member of the public they do so on their own responsibility except in those cases where authority has been given from Headquarters.

POST OFFICE



CIRCULAR.

THURSDAY, 26th AUGUST, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENTS

- FLOWER'S COVE Mr. H. J. Carter to be Postmaster and Wireless Operator. He will take up duties on arrival of the "Northern Ranger."
- PETTY HARBOUR Mrs. John Bidgood to be Postmistress as from the 1st September, 1937.
- DEER LAKE Mr. Kevin Garnier to be Messenger as from the 1st September, 1937.
- LAMALINE Miss Philomena M. Coady to be Messenger Assistant as from the 1st September, 1937.
- PORT SAUNDERS The question of an appointment has been held over for one week.

TRANSFERS

- WESLEYVILLE Miss Elizabeth Grandy, Postmistress, Flower's Cove, to be Postmistress and Wireless Operator. Transfer to be effective 1st September, 1937.
- NORRIS' ARM Miss Jessie Miles, Postmistress, Harbour Main, to be Postmistress and Telegraph Operator. Transfer to be effective 1st September, 1937.

RESIGNATION

- LAMALINE Miss Mary C. Coady, Messenger Assistant, effective 31st August, 1937. Vacancy not advertised.

Norris' Arm

As from the 1st September the Railway Agent at Norris' Arm will cease to have charge of the Post Office work in that settlement. The Post Office will be located in a separate building in the charge of an Officer appointed by the Department. Postal, Telegraph and Money Order business will be transacted.

MAILS

Tying Bundles of Letters

Reference was made on page 49 of the Post Office Circular of the 11th February to the fact that certain Offices tie their bundles of letters so insecurely that the letters arrive at St. John's and the T.P.O.'s. in a loose condition in the bags.

There has been a considerable improvement since the issue of the notice but a few Offices are still at fault in this matter. The aim should be to use the minimum amount of twine with the maximum amount of security and this aim can be achieved if care is taken to see that the bundles are tied tightly so that they cannot work loose, and if a secure knot is used which will not become unfastened in transit.

Officers should always be economical in the use of twine. The twine securing a received bundle of letters should invariably be cut near the knot so that it can be used again.

Mail Bags

There is reason to believe that certain Postmasters are not carrying out the instructions given on pages 6 and 7 of the Post Office Circular of the 26th November with reference to the return of mail bags. Renewed attention was also drawn to this matter on page 82 of the Post Office Circular of the 8th April and page 102 of the Circular of the 13th May. It is impossible to maintain an adequate supply of bags within the service unless empty bags are returned promptly to the Office from which they are received. Mail bags should never be hoarded at an Office or used for any purpose except their lawful one. Certain of the larger Offices are permitted to keep a reserve supply of mail bags for their needs, but this reserve should not be exceeded without proper authority.

Any Officer who fails to carry out these instructions renders himself liable to disciplinary action.

Foreign Mails

Correspondence for Great Britain, Canada, the U.S.A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Thursday, the 26th August. Delivery should be effected in Montreal and New York on or about Monday, the 30th August. Correspondence for Great Britain and Transatlantic countries will connect at Quebec with the S.S. "EMPRESS OF AUSTRALIA" due to sail on the 1st September and arrive at Southampton on the 8th September, but any such correspondence endorsed "Via New York" will be forwarded for connexion with the S.S. "NORMANDIE" due to sail from New York on the 1st September and arrive at Southampton on the 6th September.

Correspondence for Great Britain, Canada, the U.S.A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 29th August. Delivery should be effected in Montreal and New York on or about the following Thursday. Correspondence for Great Britain and Transatlantic countries will connect at Montreal with the S.S. "DUCHESS OF YORK" due to sail on the 3rd September and reach England on the 10th September, but any such correspondence endorsed "Via New York" will be forwarded for connexion with the S.S. "BREMEN" due to sail from New York on the 5th September and arrive at Southampton on the 10th September.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Tuesday, the 31st August. Delivery should be effected in Montreal and New York (Central Districts) on or about Saturday, the 4th September. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" due to sail from St. John's on the 7th September and reach England on the 13th September, but any such correspondence endorsed "Via New York" will be forwarded to New York for connexion with the S.S. "BREMEN."

TELEGRAPHS

Attention to the Public

Postmasters at Wireless Offices having no Assistant and working an hourly schedule, are sometimes unable to give the public prompt service at the wicket. Some annoyance and loss of time might be prevented if the Postmaster had a table of his Wireless Schedules posted in the waiting room for the information of those wishing to do business with him. The public after a while would no doubt form the habit of timing their calls to correspond with the period when the Postmaster could give them his undivided attention. Where a Postmaster has to make his own deliveries a notice should be posted in the waiting room stating that the Postmaster is out on business, and indicating the probable time of his return.

Wireless Offices

It has been observed that Wireless Offices, which are temporarily cut off from their repeating Offices, often fail to take the necessary steps to establish communication with some other wireless Office which may be able to handle their traffic or put them into communication with St. John's for instructions or advice.

The number of Wireless Offices at important points around the Coast is now so numerous that an Office which is cut off from its repeating Office should not suffer complete isolation provided the reason for the cut off is not due to faults in its own installation.

If in the future, therefore, a Wireless Office cannot get into contact with its own repeating Office it should use every endeavour to make contact with a nearby Wireless Office and pass its traffic through that Office. It should also send a service message to its repeating office giving the name of the nearby Office through which it has established communication.

Similar temporary arrangements for communication should also be made when the interruption is due to the fact that the repeating Office is itself cut off from communication either by land line or wireless with its main repeating Office.

ACCOUNTING

Requisitioning New Money Order Forms

Postmasters when requisitioning new supplies of blank money order forms should send in their requisitions to the Accounts Branch, General Post Office, St. John's, in sufficient good time so that the new forms should reach the requisitioning Office at least one month before the old supply of forms is likely to be used up.

Whenever a new supply is received each form should be examined individually to make sure that the name of the Office and the number is correctly shown on the order, advice and coupon portions of each money order and that the numbers of the Money Orders are in consecutive sequence. The total number of money order forms received should be exactly as advised by the Accounts Branch.

If there are any errors in the forms or discrepancy between the number advised and the number actually received a communication should at once be sent to the Accounts Branch. The communication should be by letter if it is likely to reach St. John's within three days; otherwise a telegram should be sent.

Money Order Forms should always be kept in safe custody and should invariably be locked in the Office safe when no officer is on duty.

26th August, 1937

Stolen United States Postal Money Order Forms

The following U.S.A. Money Order Forms are reported stolen:—

St. Louis (Station B) Nos. 66476 to 66600 inclusive
 Marion (Station B) Nos. 30058, 30059, 30151 and 30152
 Flint (Station 6) Nos. 10802 to 11000 inclusive
 Columbus, Iowa Nos. 69255 to 69400 inclusive
 Lily, Ky. Nos. 25079 to 26000 inclusive

Stolen Canadian Postal Money Order Forms

The following Canadian Money Order Forms are reported stolen:—

Montreal (Station B)..... Nos. 56106 to 56125 inclusive

The above U.S.A. and Canadian Postal Money Orders, if presented at a Newfoundland Post Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January and page 53 of the Circular of the 11th February.

POST OFFICE

CIRCULAR.

THURSDAY, 2nd SEPTEMBER, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENTS

HARBOUR MAIN Miss Gertrude Furey to be Postmistress and Telegraph Operator from 1st September, 1937.

TIZZARD'S HARBOUR Miss Ivy Small to be Postmistress and Telephone Attendant as from 1st September, 1937.

TRANSFER

PORT SAUNDERS Mr. A. J. Currie, Messenger at Channel, to be Postmaster and Wireless Operator, as from the 1st September, 1937.

RESIGNATION

TRINITY, T.B. Miss Mary E. Hiscock, Messenger Assistant; effective 30th September, 1937.

RETIREMENT

GRAND BANK Mr. F. Riggs, Messenger; effective 30th September, 1937.

VACANCIES

CHANNEL Messenger. Salary \$120. per annum.

TRINITY, T.B. Messenger Assistant. Salary \$180. per annum.

GRAND BANK Messenger. Salary \$120. per annum.

Applications from local persons for the vacancies indicated above should reach the Secretary, Department of Posts and Telegraphs, St. John's, not later than the 21st September. Candidates should forward or hand in their applications to the local Postmasters.

Vacancies for Messengers or Messenger-Assistants

In future candidates for the post of Messenger or Messenger-Assistant, will be required to forward their applications to the Postmaster of the office at which the vacancy has occurred. The Postmaster will be responsible for forwarding the applications to the Secretary so that they will arrive at St. John's as near as possible, and not later, than the date mentioned in the Post Office Circular. All the applications should be forwarded together in one envelope which should be registered and the Postmaster will be expected to make a recommendation as to the candidate most likely to perform the duties of the vacant post in a satisfactory manner.

On the occurrence of a vacancy for a Messenger or Messenger-Assistant post a notice giving details of the vacancy and information to intending candidates, as to how their applications should be prepared, will be sent to the Postmaster who should exhibit it in a conspicuous position in the public Office. The Postmaster will be expected to verify as far as possible that the information given by candidates in their applications is correct.

Applications for the post of Messenger or Messenger-Assistant, will, generally speaking, not be favourably considered if the candidate lives outside the settlement concerned. A Postmaster has, however, no discretion under these instructions to withhold an application for this or for any other reason. All applications received by him must be forwarded to the Secretary.

MAILS

Lists of Parcel Post Articles

It is at present the practice to show on the lists of parcel post articles advised by the Parcel Depot, General Post Office, St. John's, to the Offices of destination only the address and the amount of duty in respect of each item advised.

In future the Office of origin and the number will also be given on the lists in respect of all parcels from Great Britain and of insured parcels from Canada and the U.S.A.

Foreign Mails

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.), for despatch, same day, on Thursday, the 2nd September. Delivery should be effected in Montreal and New York on or about Monday, the 6th September. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" due to sail from St. John's on the 7th September and reach England on the 13th September, but any such correspondence endorsed "Via New York" will be forwarded for connexion with the S.S. "QUEEN MARY" due to sail from New York on the 8th September and arrive at Southampton on the 13th September.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch same day, on Sunday, the 5th September. Delivery should be effected in Montreal and New York on or about the following Thursday. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" but any such correspondence endorsed "Via New York" will be forwarded for connexion, if possible, by the S.S. "QUEEN MARY." In case this is impracticable connexion will be made by the S.S. "PARIS" due to sail from New York on the 9th September and arrive at Plymouth on the 16th September.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday, the 7th September. Delivery should be effected in Montreal and New York (Central Districts) on or about Saturday, the 11th September. Correspondence for Great Britain and Transatlantic countries will be despatched by the S.S. "NEWFOUNDLAND" but any such correspondence endorsed "Via New York" will be forwarded for connexion with the S.S. "EUROPA" due to sail from New York on the 11th September and arrive at Southampton on the 17th September.

TELEGRAPHS

Errors, Delays and Failures

For the month of July there were recorded 18 errors, 2 delays and 1 failure. The Offices involved were:—

Cases	Cases
Bay Roberts	Grand Bank
Belleoram	Heart's Content
Bonaville	Indian Islands
Burin	New Perlican
Campbellton	New Harbour
Carbonear	Placentia
Charlottetown	Pools Cove
Deer Lake	Port-aux-Choix
Dildo	St. John's

Fines of 50 cents have been imposed on the following officials for errors in the transmission of figures:—

Mr. J. Penwell, Grand Bank.

Mr. C. D. B. Knight, Placentia.

Miss A. Breton, Postmistress, Port aux Choix.

Mrs. Squires, Relief Operator, Deer Lake.

Several of the errors for the month under review show evidence of gross carelessness or inattention. For example:—

"Grand Bank" rendered "Fortune" between Grand Bank and Placentia.

"St. John's" rendered "St. George's" between Pool's Cove and Placentia.

"Grand Falls Station" rendered "Grand Falls" between Indian Islands and Campbellton.

"Freshwater" rendered "Carbonear" at Carbonear.

"Steady Brook" rendered "Kitty's Brook" between New Perlican and Heart's Content.

"Cow Head" rendered "Salvage" between Dildo and New Harbour.

Errors of this nature are inexcusable and point very definitely to inefficiency or carelessness.

Bad writing on the filed copy is claimed as the cause of two errors in code telegrams.

This also should be guarded against by checking any doubtful words with the sender and having them plainly written at the time of acceptance.

Traffic

The total number of paid telegrams for July was 47,597, of which 1,468 were sent by the "Priority" service. The total for July 1936 was 39,950.

The number of service messages for July was 7,306 as compared with 7,978 for July 1936. The number of D.H. messages for July was 1,872 as compared with 1,772 for July 1936. Renewed attention is drawn to the necessity for using the service message and D.H. message system only in cases of emergency.

The public service message consisted of 11,295 words, which was the equivalent of 7,870 telegrams at the St. John's Head Office.

Meteorological Services

Norris' Arm ceased to be a Meteorological Office as from the 12th August.

ACCOUNTING

Date Stamping of Money Orders

Many cases have come under notice in which the issuing office has failed to date-stamp Money Orders.

The attention of all Postmasters concerned is again drawn to the necessity for great care being taken to ensure that a clear impression of the date-stamp is shown on the Money Order and relative Coupon-Advice, this applies also to Money Orders paid on which the date of payment must be clearly shown.

Errors in Accounting

The following persistent errors in accounting, on the part of the Outport Postmasters, are observed in the Accounts Branch:—

Failure to shew duty bill numbers on the back of duty remittance form (Form 1045).

The Offices responsible are:

Bay Roberts	Englee
Bellburns	Griquet
British Harbour	Garnish
Brooklyn	Herring Neck
Catalina	Hickman's Harbour
Change Islands	Indian Islands
Colliers Riverhead	Jamestown
Coombs Cove	Kelligrews

Incorrectly detailing duty on duty remittance form. Office responsible:—Carbonear

Failure to sign duty refund forms (Form 1007). Offices responsible are:—

Glovertown	Norman's Cove
Harbour Breton	

Failure to detail duty refunds on the back of duty remittance forms. Office responsible: Glenwood.

Failure to date-stamp or witness duty refund forms. Offices responsible:

Botwood	Harbour Breton
Flowers Cove	St. Anthony

Failure to attach lists of telephone subscribers to Postmasters' statements when telephone rents are shown in the accounts as having been collected. (See Accounting Circular D, Section 4, Sub-section F). Offices responsible are:—

Burin North	St. Andrews
Port Blandford	Sunnyside
Summerville	

List of Money Order Offices in Newfoundland

The following changes in the list of Money Order Offices in Newfoundland, which was given on pages 55 and 56 of the Post Office Circular of the 18th February 1937, have been made:—

Insert: Humbermouth
 Trinity, B.B.

Crossout: Jerseyside, Placentia.

Norris' Arm has been made both an issuing and a paying Office as from the 1st September. Formerly it was only a paying Office.

Postmasters should make these corrections on their lists.

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POST OFFICE



CIRCULAR.

THURSDAY, 9th SEPTEMBER, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENTS

FREDERICTON ... Mrs. S. Wheaton to be Postmistress and Telephone Attendant as from the 4th September, 1937.

RESIGNATIONS

ST. JOHN'S ... Miss Mabel Young, Stenographer, effective 30th September, 1937

BOYD'S COVE ... Miss Lucy Head, Postmistress, effective 1st September, 1937.
Salary \$60, per annum. Advertised locally.

BROOKLYN ... Mrs. B. M. Ricketts, Postmistress, effective 30th September, 1937. Salary \$72, per annum. Advertised locally.

Applications from local persons for the posts of Postmasters at Boyds Cove and Brooklyn should reach the Secretary, Department of Posts and Telegraphs, St. John's, not later than the 21st September.

Applicants should state their names in full, date of birth, educational standard and the names of two persons outside the service to whom application may be made with reference to character. The successful applicants will be required to furnish a certificate of medical fitness.

MAILS

Mistreatment of Mail Bags

Many of the empty mail bags when returned to the General Post Office, St. John's, are received in a very unclean condition, in fact some of them are in such a condition as to be almost unfit for further use.

There is evidence to show that these bags are used for purposes other than that for which they are supplied; this applies especially to the small white bag marked "R" in red provided for the despatch of registered mail only, but the suspected irregular and careless usage is not confined entirely to that class of bag. The larger bags (blue and white stripe) are not as a rule taken proper care of.

All officials of this Department, whose duty demands that they handle mail bags, are reminded that these bags are an expensive necessity and, therefore, must be handled with reasonable care. Under no circumstances must they be used for any purpose other than as containers for the conveyance of mail.

Postmasters at offices with courier connexions will see that contractors for the conveyance of mails observe these instructions and that any irregularity relative thereto is reported immediately to the Director of Postal Services, St. John's

9th September, 1937

Missing Registered Articles, Insured Parcels, Etc.

It is the duty of an office which fails to receive a registered article or parcel, which has been advised on a letter bill, parcel bill or list, to report the circumstances **immediately**.

Two telegrams should be sent, one to the office from which the registered article or parcel was due to have been received and the other to the Director of Postal Services. A full written report should be forwarded to the Director as soon as possible.

A Postmaster who fails to notify the non-arrival of a registered article or listed parcel **immediately** as instructed, or who waits a few days before doing so, will be held responsible for the registered article or parcel and for any claims for indemnity which may arise in connexion therewith.

Failure of Courier Connexions

Postmasters should note that it is their duty to communicate immediately with the Director of Postal Services whenever a mail courier is late in making a due arrival at an office and especially when, owing to a late arrival, the mails fail to connect for onward despatch from a distribution office.

Foreign Mails

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 9th September. Delivery should be effected in Montreal and New York on or about Monday, the 13th September. Correspondence for Great Britain and Transatlantic countries should connect with the S.S. "EMPRESS OF AUSTRALIA" due to sail from Quebec on the 16th September and arrive at Southampton on the 23rd September, but any such correspondence endorsed "Via New York" will be forwarded for despatch by the S.S. "NORMANDIE" due to sail from New York on the 15th September and arrive at Southampton on the 20th September.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 12th September. Delivery should be effected in Montreal and New York on or about the following Thursday. Correspondence for Great Britain and Transatlantic countries should also connect with the S.S. "EMPRESS OF AUSTRALIA" at Quebec, but any such correspondence endorsed "Via New York" will be forwarded for despatch by the S.S. "AQUATANIA" due to sail from New York on the 16th September and arrive at Southampton on the 22nd September.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday, the 14th September. Delivery should be effected in Montreal and New York (Central Districts) on or about Saturday, the 18th September. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" due to leave St. John's on the 24th September, but any such correspondence endorsed "Via New York" will be forwarded to New York for connexion with the S.S. "BRITANNIC" due to sail from New York on the 18th September and arrive at Southampton on the 26th September.

TELEGRAPHS

China—Suspension of Deferred and NLT Cable Services

Advice has been received that the Deferred and NLT cable service to and from China have been suspended until further notice. Cables can, therefore, be accepted only at ordinary and CDE rates. Cables sent at the ordinary rate may be in plain language or cipher.

The suspension of the Deferred and NLT cable services does not apply to Macao, Hong Kong, Kwantung Peninsula and Manchukuo.



Destruction of Old Telegrams, Etc.

A quantity of old telegrams, some of them dating back to 1918, were recently found floating in the sea after a Post Office building had been vacated by the Department and sold to a private firm. An attempt had been made to dispose of these out of date forms by sinking them in the sea.

It is obvious, therefore, that the regulation requiring the destruction of telegrams which are over two years old is not always observed.

The staff should note that all telegrams, service and dead head messages, delivery receipts, etc., which have served their purpose must be destroyed by being burned once a month. The back files for two years must, however, be kept on hand in case it is required to refer to them.

No office should, therefore, have on hand any telegrams, etc., dating back beyond the 31st August, 1935. At the end of this month the old telegrams, etc., for September, 1935, should be burned and so on for each month, always keeping on hand the files for the two complete years immediately previous.

ACCOUNTING

Errors in Money Orders

The following is a list of offices with the number of errors in the Money Order Service the officials at those offices have been responsible for during the month of July last. Only offices where the number of errors was as many as four or more have been recorded:

Office	Errors No. of	Orders Issued and Paid During the Period Which Errors Were Made
Aguathuna	5	92
Bell Island Mines	6	733
Curling	5	356
Grates Cove	4	23
Lewisporte	4	200
St. John's General	8	4272
Victoria	5	57
	—	—
	37	5733
	—	—

The total number of orders issued and paid during the period in which these errors were made is as follows:—

Number of Orders issued	19,448
Number of Orders paid	10,051
	—
	29,499
	—
Total number of errors	239
Percentage of errors81
i.e. approximately 8 errors per every 1000 orders issued and paid.	
Percentage of figure errors45
i.e. 4½ figure errors per every 1000 orders issued and paid.	

So far this is the best record for any month and it is evident that the staff are giving the important matter of the money order service their earnest attention. There is room, however, for further improvement, particularly as regards the number of figure errors, of which there were 87 during the month under consideration.

Stolen United States Postal Money Order Forms

The following U.S.A. Money Order Forms are reported stolen:—

Duquette, Minn. Nos. 17790 to 17800 inclusive

Weilerville, Ohio Nos. 19327 to 16400 inclusive

Castleton, Vt. Nos. 96984 to 96000 inclusive

The above U.S.A. Postal Money Orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January and page 58 of the Circular of the 11th February.

Stolen United States Postal Money Order Forms Recovered

The following U.S.A. Money Order Forms reported stolen in the Post Office Circular of the 26th August have now been recovered:—

Flint (Station 6) Mich. Nos. 10802 to 11900 inclusive

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POST OFFICE



CIRCULAR.

THURSDAY, 16th SEPTEMBER,

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THURSDAY, 16th SEPTEMBER, 1937

BOYD'S COVE ... Mr. T. Waterman has been appointed Acting Postmaster, until a permanent appointment is made.

CORNER BROOK ... Mr. H. Gaudon, Letter Carrier, has been appointed Clerk at a salary of \$480. per annum, effective from the 1st August. This is a new post and replaces the posts of two Letter Carriers, which have been abolished. The arrangement is on a temporary basis and will be reviewed at the end of January next.

FRANCOIS ... Miss Janet Hardiman temporarily in charge as from the 2nd September, pending a permanent appointment.

FLOWER'S COVE ... Mr. Carter took up his duties as Postmaster on the 4th September.

Correspondence With Headquarters, etc.

The attention of the Staff is directed to the need for replying to official papers immediately. In many cases in which it is necessary to communicate from Headquarters with Outport Offices the matter refers to a complaint from a member of the public in connexion with the postal, telegraph or money order services and it is an additional annoyance to the complainant if the case is delayed through failure on the part of the Staff to return a prompt reply.

It is the duty of the Staff to give as much care and attention to official correspondence as possible and officers at Headquarters, when corresponding with Outport Postmasters on official matters, should direct the attention of the Postmaster to the specific points on which information is required.

Outport Postmasters, who find that their correspondence with any Branch or official at Headquarters, or with any other Postmaster, is not dealt with promptly should bring the matter directly to the attention of the Secretary.

MAILS

Foreign Mails

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 16th September. Delivery should be effected in Montreal and New York on or about Monday, the 20th September. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" due to sail from St. John's on the 24th September and arrive at Liverpool on the 30th September, but any such correspondence endorsed "Via New York" will be forwarded for connexion by the S.S. "QUEEN MARY" due to sail from New York on the 22nd September and arrive at Southampton on the 27th September.

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 19th September. Delivery should be effected in Montreal and New York on or about the following Thursday. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" but any such correspondence endorsed "Via New York" will be forwarded for despatch by the S.S. "BREMEN" due to sail from New York on the 23rd September and arrive at Southampton on the 28th September.

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day on Tuesday, the 21st September. Delivery should be effected in Montreal and New York (Central Districts) on or about Saturday the 25th September. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" but any such correspondence endorsed "Via New York" will be forwarded for despatch by the S.S. "CHAMPLAIN" due to sail from New York on the 25th September and arrive at Plymouth on the 2nd October.

TELEGRAPHS

Bait Intelligence Reports

With reference to the notice which appeared on page 138 of the Post Office Circular of the 15th July, advising that a Bait Intelligence Service would operate at certain offices from the 10th July to the 10th September, it should be noted by the officers concerned that the period of the service has been extended to the 10th October.

D.H. Telegrams to be Short

Although it is recognised as impossible to conduct the Post Office service throughout the Island without resorting to the frequent use of the Telegraphs it is highly desirable, in the present state of overloaded lines, to restrict the use of D.H. telegraph traffic as much as possible and to use the mail in preference whenever practicable. Where the Telegraphs must be used telegrams should be short, concise and to the point.

When a long D.H. telegram is handed in by anyone connected with the Department, and having authority to use the D.H. service attention must be called to this rule and the telegram cut down if possible.

Important and urgent information may be transmitted over the wire but less important matters should be forwarded by mail.

Service Telegrams

It is necessary to remind the staff of the need for giving immediate attention to service telegrams and in this connexion Secretary's Circular No. 53, which was issued on the 25th July, 1935, is herewith repeated for information:

"Your attention is called to the importance of replying promptly, intelligently and fully to service enquiries referring to errors, delays, proof of delivery, requests for answers or any question concerning telegrams already transmitted. If the office involved is not in direct communication with the office of origin repeating stations must expedite service and insist on prompt attention to same at the delivery office.

"A mutilated Telegram is valueless to the addressee, speedy correction is essential.

"When a service asks to 'prove delivery and get reply' proof of delivery must be immediately wired, showing the time and date delivered. If no immediate reply can

16th September, 1937

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be obtained state reasons. It is essential that some definite information be sent the office of origin in order to show the sender that the matter is having prompt attention.

"If a telegram cannot be delivered promptly by reason of the addressee's absence from town, being outside the delivery limit, or that it has to be posted, notify the sending office accordingly and advise how you propose to dispose of it.

"If special delivery is necessary state distance addressee is from the office and the cost of special messenger.

"When a telegram is expressed at the request of the sender notify the officer of origin on return of the messenger, stating time and to whom delivered.

"Receipts must be signed by the addressee or his Agent in all cases.

"It is always assumed that prompt transmission and delivery have been given unless otherwise advised."

Duration of Radio Receiving Licences

Postmasters at some Money Order Offices are issuing radio receiving licences for the year 1933 to expire on 30th June, 1938, to persons who already hold licences expiring on the 30th June, 1937, which are now good until December 31, 1937. In such cases the licence should be dated to expire on 31st December, 1938.

Authority for such extension and for the new expiry date for 1938 and future years was contained in a public notice issued by the Commissioner for Finance and Customs, a copy of which was given in the Post Office Circular of the 12th August, 1937.

ACCOUNTING

Errors in Money Orders

It is laid down in paragraph 19 of the Instructions for Postmasters in charge of Money Order Offices, that if an error of any kind is made in the preparation of a Money Order and it is discovered at the time of issue, a new order must be made out, as no alteration or erasure can, under any circumstances, be permitted. This instruction is repeated on the back of each Money Order form.

Notwithstanding this instruction several cases have arisen lately where a Postmaster has made a mistake in preparing a Money Order and instead of cancelling the order and issuing a new one has corrected the figures or other wrong particulars. Usually in these cases the Postmaster omits to correct the figures on the office stub with the result that the wrong amount is shown on the Money Order Issue Sheet. In certain cases the Postmaster has brought himself under suspicion by showing on the Issue Sheet a smaller amount than he has actually collected from the buyer of the order and failing to disclose in his accounts the amount of the surplus which should, therefore, have arisen.

The attention of the Staff is, therefore, directed to the importance of carrying out the rule in regard to an error made in the preparation of a Money Order. In no circumstances should there be any alteration or erasure on the Money Order. If, through inadvertence, an error is made and it is discovered at the time, the order should be treated as spoiled in accordance with the instruction in paragraph 20 of the Instructions to Postmasters in charge of Money Order Offices.

Any failure on the part of the staff to carry out these instructions, and in particular any failure to disclose a surplus arising in the accounts through an error made in the Money Order Issue Sheet is liable to give rise to serious disciplinary action against the officer concerned.

Stolen Canadian Postal Money Order Forms

The following Canadian Postal Money Order Forms are reported stolen:—

Winnipeg Sub. P.O. No. 29 Man ... Nos. 3885 to 4200 inclusive

The above Canadian Postal Money Orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, and page 58 of the Circular of the 11th February.

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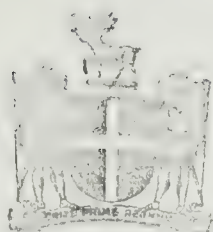
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POST OFFICE



CIRCULAR.

THURSDAY, 23rd SEPTEMBER, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

TRANSFER

FRANCOIS Miss Gladys M. Roberts, Postmistress and Wireless Operator at Pass Is and, to be Postmistress and Wireless Operator at Francois.

RESIGNATION

WITLESS BAY Miss Jessie Tobin, Postmistress, effective 15th October.

VACANCIES

PASS ISLAND Postmistress and Wireless Operator; salary \$300. per annum. Wireless operating qualifications essential. Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to the 5th October, 1937. Postal Assistants, etc., should make their application through their immediate superior officers. Applicants should state their names in full, date of birth, educational qualifications and Post Office experience, if any, whether married or single and the names of two persons outside the service to whom application may be made with reference to character. The successful applicant will be required to furnish a certificate of medical fitness.

WITLESS BAY Postmistress; salary \$132. per annum. Applications from local persons, giving the necessary particulars on the lines indicated above, should reach the Secretary, Department Posts and Telegraphs, St. John's, not later than the 5th October

MAILS

Students' Exercises Acceptable at Commercial Paper Rate

It is understood that there are a considerable number of persons in Newfoundland who are undertaking correspondence courses with Colleges and Institutes in Canada and the United States, in such subjects as Radio Engineering, Accountancy, business training, etc., and the question has arisen as to the appropriate postage which should be charged on students' exercises returned for correction. If the covers are sealed against inspection the ordinary letter rate postage must be charged even though the covers may bear the words "students' exercises" or some other equivalent endorsement.

The Commercial Paper Rate of 5 cents for the first 10 ounces and 1 cent for each additional 2 ounces or fraction should be applied provided the following conditions are observed. The students' exercises:—

- (1) must be made up in such a manner as to be easy of examination;
- (2) may not bear any notes or contain any document having the character of current or are allowed and examiners and students' the execution of the work.

- (3) may not have enclosed any postage stamp or form of prepayment whether obliterated or not, nor any paper representing a monetary value.

The Commercial Paper Rate should also be applied to the following articles posted for delivery abroad, provided they fulfil the above conditions and have not the character of current and personal correspondence. All papers and all documents, wholly or partly written or drawn such as correspondence—open letters and postcards—which is not of date and has already fulfilled its original purpose and copies thereof, papers of legal procedure, documents of all kinds drawn up by public functionaries, way bills or bills of lading, invoices, certain documents of insurance companies, copies of or extracts from deeds written on stamped or unstamped paper, musical scores or sheets of music in manuscript and the manuscripts of works.

Out of date correspondence may bear the obliterated postage stamps which served for the original postage.

Commercial Papers must be fully prepaid at the rates laid down in the second paragraph above. If any correspondence of this class is not fully prepaid it should be returned to the sender for the necessary postage.

It should be observed that the Commercial Paper Rate applies only in the international service.

Winter Courier Services

Notices calling for sealed tenders for the Winter Courier Service will be mailed to all offices affected about the 1st October.

The notices must be exhibited on the public side of the offices receiving them and remain on exhibition until the closing dates stated in the notices. They must then be removed and returned to the Director of Postal Services.

Enclosed with the notices are forms of tenders. A form must be given to any person who desires to tender for the service in his locality.

Unused forms of tenders must be returned with the notices calling for tenders.

Postmasters are requested to read carefully the conditions on which a contract may be awarded. They should not certify tenders unless they are sure that the applicants have suitable conveyances and are capable of performing the service.

They should know both persons quoted as sureties and be satisfied that they are reliable citizens.

Foreign Mails

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.), for despatch same day, on Thursday, the 23rd September. Delivery should be effected in Montreal and New York on or about Monday, the 27th September. Correspondence for Great Britain and Transatlantic countries will receive despatch by the S.S. "NOVA SCOTIA" due to sail from St. John's on the 24th September and arrive at Liverpool on the 30th September, but any such correspondence endorsed "Via New York" will be forwarded for connexion with the S.S. "PARIS" due to sail from New York on the 27th September and arrive at Plymouth on the 3rd October.

Correspondence for Great Britain, Canada the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 26th September. Delivery should be effected in Montreal and New York on or about the following Thursday. Correspondence for Great Britain and Transatlantic countries will be due to connect with the S.S. "DUCHESS OF YORK" due to sail from Montreal on the 1st October and arrive in England on the 7th October, but any such correspondence endorsed "Via New York" will be forwarded for possible connexion with the S.S. "NORMANDIE" due to sail from New York on the 29th September and arrive at Southampton on the 4th October. If connexion with the S.S. "NORMANDIE" is impracticable the mails will be forwarded by the next fast steamer from New York.

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TELEGRAPHS

Errors, Failures and Delays

For the month of August there were 24 errors. No excessive delay or lost messages. The following offices were involved:—

Cases		Casse	
Botwood	1	Jackson's Arm	1
Branch	1	Little Bay Islands	3
Burin	3	New Bonaventure	1
Campbellton	1	Patrick's Cove	3
Channel	1	Placentia	3
Fleur de Lys	1	St. John's	9
Garnish	1	St. Brides	3
Grand Falls	1	Sops Arm	1
Grand Falls Station	1	Whitbourne	2
Hr. Buffett (Relief Opr.)	1	Trinity	1

Where it is impossible to fix the responsibility the error is debited against both the offices concerned.

An analysis of the errors show that it is not an uncommon mistake for the sending or receiving operator to omit such essential indications as "Night Letter," "Collect," etc., from messages. Certain of the telegraphic errors are difficult to explain. For example, the name "Saunders" rendered "Noseworthy," the destination "Harbour Breton" rendered "Corner Brook," can only be due to inexcusable carelessness or inattention. This should be guarded against. A Telegraphist must keep alert and if he is uncertain of a word he should ask for a repetition. He should never make a guess.

It is gratifying to note that there were no cases of lost messages during the month and that no cases of figure errors came under notice.

Mr. W. Stone, Telegraph Messenger, St. John's, was fined 50 cents for unsatisfactory conduct and delaying messages.

Traffic

The total number of paid telegrams for August was 48,633, of which 1,777 were sent by the Priority Service. The total for August 1936 was 37,449. The number of service messages for August was 7,795, as compared with 7,001 for August 1936. The number of D.H. messages for August was 1,733, as compared with 1,388 for August 1936. Renewed attention is called to the necessity for using the service message and D.H. message system only in cases of emergency, and also to the note which appeared in the Circular of last week to the effect that only important and urgent information should be transmitted over the wire by the D.H. service. The Public Service message consisted of 9,933 words, which is the equivalent of 6,620 telegrams at the St. John's Head Office.

23rd September, 1937

Delivery of Telegrams

Attention is called to Secretary's Circular No. 54 in reference to the delivery of telegrams from Post Offices having no Telegraph or Telephone connexion.

It is necessary for the Department to be in a position to prove receipt by the addressees of telegrams delivered from offices having no telegraph or telephone connexion.

The following regulations will apply:—Telegrams mailed from a Telegraph Office to a Post Office for delivery must be enclosed in a telegram envelope bearing the name and address of the addressee in the usual way and should be enclosed in a covering envelope with a messenger delivery form addressed to the Postmaster at the office of delivery.

The outside of the envelope must bear the number and date of the enclosed telegram and is to be entered on a letter bill and treated as a registered article. The Postmaster at the office of delivery will deliver the telegram to the addressee if he resides within the delivery limit of one mile and request him to sign the delivery form. The receipt should show the time and date and be returned to the despatching office with the acknowledgment of the letter bill.

If the addressee lives beyond the delivery limit every effort governed by circumstances must be made to notify him and effect delivery with the least possible delay. A receipt should be obtained as indicated above and returned to the Despatching Office in due course.

Deferred Telegram Service to China Re-established

Effective immediately the Chinese Administration advises, through Berne, that Deferred and Letter Cablegrams are again admitted to and from all Chinese Offices.

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POST OFFICE



CIRCULAR.

THURSDAY, 30th SEPTEMBER, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPRECIATION

"Government House,

St. John's, Newfoundland,

September 22nd, 1937

Dear Mr Frazer.

His Excellency wishes me to thank you, and through you those members of your Department concerned for the very efficient service given to His Excellency during the past cruise along the North East Coast. It so happened that a number of telegrams had to be dispatched in order to complete arrangements in advance for His Excellency's visit to various places. No mistakes were made and both dispatch and receipt of these was effected without the slightest delay.

If I may say so personally your staff could not have done better, and I would like to add my thanks to those of His Excellency.

Yours sincerely,

(Sgd.) R. SCHWERDT, Captain, R.N.

Private Secretary.

G. D. Frazer, Esq.,
Secretary for Posts and Telegraphs."

I have received the letter, which is quoted above, from Capt. R. Schwerdt, R.N., Private Secretary to His Excellency the Governor, with reference to the work of the Post Office Staff in connexion with the tour recently made by His Excellency of the settlements around the North East and Northern Coasts.

I have sent on behalf of the Staff a suitable reply to this letter and I should like to take this opportunity of sending my congratulations to the Staff concerned for having merited by close and unremitting attention to their duties such a high degree of praise from His Excellency.

—SECRETARY

APPOINTMENTS

- | | |
|-------------------------------------|--|
| Boyd's Cove | Mr. William Waterman to be Postmaster and Telephone Attendant as from the 4th September, 1937. |
| Brooklyn | Mrs. Alfonso Stares to be Postmistress and Telephone Attendant as from the 1st October, 1937. |
| Trinity | Miss Margaret Pittman to be Messenger Assistant as from the 1st October, 1937. |
| Channel | Mr. George Nelson Lillington to be Messenger as from the 1st October, 1937. |
| Grand Bank | Mr. Stanley Molloy to be Messenger as from the 1st October, 1937. |
| St. John's Telegraph Delivery | Masters H. Antle and K. Lawlor have been selected for temporary appointment as Telegraph Messengers until the 31st December, 1937. |

TRANSFERS

Wesleyville Miss Elizabeth Grandy, transferred from Flowers Cove, took up duty as Postmistress and Operator on the 14th September.

PUBLIC NOTICE. PERMITS TO BURN

The following notice has been issued by the Department of Natural Resources. This notice should be prominently displayed in the public offices of all Post Offices.

"As the period of extreme fire hazard now appears to be over, the proclamation which suspended all permits to burn is hereby rescinded throughout the Island.

"Permits to burn which have already been issued and were suspended may henceforth be considered as in effect and Permits for Burning to be applied for may now be taken out in accordance with the provisions of the Forest Fires Act."

Foreign Mails

Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Thursday, the 30th September. Delivery should be effected in Montreal and New York on or about Monday, the 4th October. Correspondence for Great Britain and Transatlantic countries will connect with the S.S. "EMPRESS OF BRITAIN" due to sail from Quebec on the 9th October and arrive at Southampton on the 15th October, but any such correspondence endorsed "Via New York" will be forwarded to New York for connexion with the S.S. "QUEEN MARY" due to sail on the 6th October and arrive at Southampton on the 11th October.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch same day, on Sunday, the 3rd October. Delivery should be effected in Montreal and New York on or about the following Thursday. Correspondence for Great Britain and Transatlantic countries will connect at Quebec with the S.S. "EMPRESS OF BRITAIN" but any such correspondence endorsed "Via New York" will be forwarded to New York for despatch by the S.S. "ILE DE FRANCE" due to sail from New York on the 7th October and arrive at Plymouth on the 12th October.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Tuesday, the 5th October. Delivery should be effected in Montreal and New York (Central Districts) on or about Saturday, the 9th October. Correspondence for Great Britain and Transatlantic countries should connect at Quebec with the S.S. "EMPRESS OF BRITAIN" but any such correspondence endorsed "Via New York" will be forwarded to New York for connexion by fast steamer, the particulars of which have not yet been advised.

TELEGRAPHS

Telegraph Facilities at Campbellton

Commencing on Monday, the 27th September, an additional circuit was put into operation at Campbellton for repeating the traffic of Norris' Arm and offices West to Buchans. This was rendered necessary owing to the congestion on the circuits serving offices in the section between Whitbourne and Buchans.

Campbellton will repeat for Norris Arm, Grand Falls Station, Badger, Millertown, Millertown Junction and Buchans from now onwards until the end of the pressure period at the end of the year. An additional operator has been sent to Campbellton to assist the Staff for this period.

It is estimated that the change will result in over one hundred telegrams a day being taken from the existing overloaded circuits and provide an improved service for all places between Whitbourne and Buchans.

Figures in Telegrams to Labrador to be Taken at Domestic Count

Arrangements have been made with the Canadian Marconi Company for figures in telegrams to and from Wireless Offices in Labrador, including Point Amour, to be charged at the Domestic or Inland count of five figures or characters to a word. More than five figures or characters in a group will be counted as at present in Inland Telegraphs. The new arrangement will come into effect as from the 1st January, 1938. Until then, of course, the existing method of counting will remain in force.

ACCOUNTING

Stolen Canadian Postal Notes

The following Postal Notes have been reported by the Canadian Postal Authorities as having been stolen from the Post Office at Midway, B.C. (No. 9450).

X2-169711-715
A6-024886-A6-024890
B9-941776-780
C7-805631-635
D7-829301-305
E14-652495-500
F6-945321-325
G4-147441-445
H7-233707-710
I6-030196-200
J6-179091-095
K29-125644-650
L10-906081-085
M19-275778-780
M19-408041-045
N7-487136-140
P13-022258-260
P13-073416-420
R8-730212-215
S17-597032-035

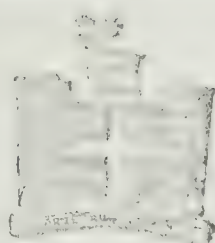
Steps should be taken to guard against payment of these Postal Notes should they be presented for payment at any Post Office in Newfoundland.

Postmasters and other Officers should consult this list whenever a Canadian Postal Note is presented for payment and if it bears one of the numbers quoted above they should inform the person presenting it that it cannot be paid. They should first of all, however, take the following particulars of the Note—name of the remitting office shown by the date stamps—name of remitter and name of payee—value. A priority service message should be sent at once to the Accountant giving this information and also the name of the person presenting the Note if it is known.

Extension of Money Order Facilities

Money Order facilities will be extended to the Post Office at Long Harbour as from the 1st October.

POST OFFICE



CIRCULAR.

THURSDAY, 7th OCTOBER, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENTS

Upper Island Cove Mr. John Osborne to be Postmaster, effective 1st October, 1937.

RESIGNATIONS

Upper Island Cove Mrs. G. Crane, Postmistress, effective 30th September, 1937. Not advertised.

Kitchuses Miss Rose Murphy, Postmistress, effective 21st October, 1937. Advertised locally.

Pasadena and Newfoundland Airport

With reference to the Notice which appeared on page 137 of the Post Office Circular of the 17th July last it was ordered by Proclamation on the 28th September as follows:—

- (1) the settlement on the line of the Newfoundland Railway one and one tenth miles East of South Brook be named **Pasadena**.
- (2) the settlement on the line of the Newfoundland Railway at Mile 213 West of St. John's be named **Newfoundland Airport**.

Daylight Saving Time Ends

The following Notice was broadcast throughout the Telegraph System on the 1st and 2nd October:—

Public Notice. Notice is hereby given that under the provisions of the Standard Time (Newfoundland) Act 1935, the hour of Midnight on the evening of Sunday next, October 3rd, shall become eleven o'clock, and time thereafter shall continue to run from day to day as before the operation of the said Act.

For the guidance of the public of St. John's, the Signal Gun at Cabot Tower will be fired at midnight on Sunday next.

W. J. CAREW,
Secretary for Home Affairs.

Tenders for Courier Services

The Department does not acknowledge the receipt of tenders for Courier Services.

The applicant to whom the contract is awarded will be given sufficient notice to be prepared for the Service.

All offices affected will be notified through the Post Office Circular when the change from the summer to the winter service takes place, on what days mails will be despatched, and the Contractor will present his appointment as sufficient authority to convey the mails.

Christmas Parcel Mails for Abroad (Via Great Britain)

Parcels for the countries indicated below and intended for delivery by Christmas must be posted in time for despatch from St. John's to England by direct boat as follows:—

SAILING DATE	COUNTRY
12th October	Chili, China, Hong Kong, Japan, Mauritius, Philippines.
29th October	Australia, Burma, Dutch East Indies, Gold Coast Colony, Iran, Iraq, Kenya and Uganda, New Zealand, Nigeria, Straits Settlements, Tanganyika, Zanzibar.
16th November	Aden, Brazil, British Guiana, Ceylon, Cyprus, Egypt, Gambia, India, Palestine, Sierra Leone, South Africa, Rhodesia (Northern and Southern via Capetown), Sudan, Syria, Uruguay.
3rd December	Great Britain and European Countries, Gibraltar, Malta, Morocco (British Agencies).

Parcels posted in the Outports for the above destinations should arrive in St. John's at least one day before the date of sailing of the direct steamer.

The latest dates for posting parcels for Canada, the U.S.A. and other American countries will be advertised in due course.

Foreign Mails

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 7th October. Delivery should be effected in Montreal and New York on or about Monday, the 11th October. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" due to sail from St. John's on the 12th October and arrive at Liverpool on the 18th October, but any such correspondence endorsed "Via New York" will be forwarded to New York for connexion with the S.S. "AQUITANIA" due to sail on the 13th October and arrive at Southampton on the 19th October.

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 10th October. Delivery should be effected in Montreal and New York on or about the following Thursday. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" but any such correspondence endorsed "Via New York" will be forwarded to New York for despatch by the S.S. "NORMANDIE" due to sail from New York on the 15th October and arrive at Southampton on the 20th October.

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.), for despatch same day, on Tuesday, the 12th October. Delivery should be effected in Montreal and New York (Central Districts) on or about Saturday, the 16th October. Correspondence for Great Britain and Transatlantic countries will be forwarded by the S.S. "NEWFOUNDLAND" but any such correspondence endorsed "Via New York" will be forwarded to New York for connexion with the S.S. "EUROPA" due to sail from New York on the 16th October and arrive at Southampton on the 21st October.

TELEGRAPHS

Telephone Transmissions

Owing to the increasing number of errors in telephone transmissions attention is called to Secretary's Circular No. 97, which reads as follows:—

"In order to reduce the number of errors made in messages transmitted over Telephone circuits your attention is called to the following regulations:

Distinct and clear articulation is essential to secure correct transmission. All proper names, difficult words and numbers should be spelled and afterwards given in full.

7th October, 1937

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Where there is doubt repeat the letters by analogy (that is in words bearing some resemblance to the letters).

For illustration the word "Facetious" would be a difficult word to receive by telephone. To transmit it without possibility of error it should be spelled and repeated by analogy thus:—

F Freddie A Albert C Charlie E Edward

T Tommy I Ireland O Ollie U Urgent S Samuel

So that standard analogy may be used throughout the country the following list compiled principally from proper names is to be introduced forthwith:

A Albert B Billy C Charlie D Daniel E Edward F Freddie G Garland

H Harry I Ireland J Jennie K Katie L Leonard M Mary N Nora O Ollie

P Peter Q Queen R Robert S Samuel T Tommy U Uncle V Victor W

William X for Xmas Y Yellow Z Zebra."

The possibility of errors such as Tabs for Pads, Starks for Sparks, and others of that nature should be guarded against by the use of the standard analogy given above. In fact its general use is a necessity whenever a doubt of accuracy occurs in transmission.

Labrador Wireless Closed

Holton and Smokey Summer Wireless Stations closed 9 a.m. Monday, 4th October.

Fire Hazard Forecast Discontinued

Referring to the Fire Hazard Notice on Page 131 of the Post Office Circular, dated 1st July, Postmasters should note that the Fire Hazard Forecast from Toronto was discontinued as from Saturday, the 2nd October.

ACCOUNTING

Remittances to Head Office

There has been considerable increase in the number of errors made by Postmasters in making up Remittances to be despatched to the Cashier at Head Office. Instances have occurred where the Postmaster has claimed on his Remittance form a certain amount and when the registered letter had reached St. John's in perfectly good condition there was a shortage in the amount enclosed as compared with that which had been claimed by the Postmaster. It is a significant fact that cases of a Postmaster enclosing more than he claims hardly ever occur. All Remittances received at Head Office are checked by two officials and Postmasters are warned that in future they will be held responsible for any shortage in Remittances received from their office unless the subsequent investigation shew them to be free from blame.

Any Postmaster who deliberately claims a larger amount on his Remittance sheet than that enclosed in the Remittance commits a fraudulent Act and is liable to be summarily dismissed and to be prosecuted.

All Remittances should be checked by a second officer whenever practicable.



7th October, 1937

Errors in Money Orders

The following is a list of offices, where officials have been responsible for making four or more errors in the Money Order Service during the month of August last:—

Office	No. of Errors	Orders Issued and Paid During the Period in Which Errors Were Made
Badger	5	580
Bonavista.....	5	273
Botwood.....	5	464
Buchans.....	4	992
Gambo	7	154
Grates Cove	5	29
Hare Bay.....	4	51
King's Point	5	41
Milltown.....	4	41
	<hr/> 44	<hr/> 2625

The total number of orders issued and paid during August:—

Number of Orders Issued	18,148
Number of Orders Paid	10,377
Total	<hr/> 28,525

Total number of errors	233
Percentage of errors82

i.e. approximately 8 errors per every 1,000 orders issued and paid.

Number of figure errors	113
Percentage of figure errors39

i.e. nearly four figure errors per every 1,000 orders issued and paid.

Stolen United States Postal Money Order Forms

The following U. S. A. Money Order Forms are reported stolen:—

Mullerville, Ala.	Nos. 36877 to 37000 inclusive
Gomaliel Ry.	Nos. 17792 to 18000 inclusive
Bottle Creek (Station 3 Mich.	Nos. 96395 to 96397 inclusive
Bottle Creek (Station 3) Mich.	Nos. 96400 to 96600 inclusive
Cone River, N.C.	Nos. 10826 to 10848 inclusive

United States Counterfeit Currency

United States Counterfeit \$1.00 notes, bearing the following serial numbers F1944689 A, D 76299542A, E.22450514 A, are being circulated.

Postmasters should take all possible precautions when United States currency is tendered for any Post Office business whatsoever.

POST OFFICE



CIRCULAR.

THURSDAY, 14th OCTOBER, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

RESIGNATIONS

- Coachman's Cove Miss K. Norris, Postmistress, effective 22nd October, 1937.
Vacancy not advertised.
- Port Anson Mrs. G. Goudie, Postmistress, effective 31st August, 1937. Not
advertised.

TRANSFERS

- Cox's Cove Mr. George Bragg, Messenger at Channel, to be Postmaster and
Wireless Operator as from the 7th October.

APPOINTMENTS

- Pass Island Miss Annie Ryan to be Postmistress and Wireless Operator as
from the 1st November.
- Witless Bay Mr. J. W. Carew to be Postmaster as from the 16th October, 1937.
- Port Anson Mr. Ford Hewlett to be Postmaster as from 1st October, 1937.
- Upper Island Cove With reference to the resignation and appointment at Upper
Island Cove, announced in the Circular of the 7th October,
the Department has been advised that Mr. Osborne has been
taken ill. His appointment has been deferred until he
recovers. Mrs. Crane, the ex-Postmistress, will remain on
duty until Mr. Osborne takes up duty.

VACANCIES

- Channel Applications addressed to the Secretary, Department Posts and
Telegraphs, will be received up to 26th October, 1937, for
the position of Messenger at Channel, at a salary of \$120.
per annum. Applicants should forward their applications
through the local Postmaster.

Change in Status of Offices

- Fleur de Lys The Wireless Office opened at Fleur de Lys on the 23rd Novem-
ber, 1936, has been discontinued and the telephone con-
nexion with Coachman's Cove re-established as from 8th
October, 1937.
- Coachman's Cove The Wireless Office at Coachman's Cove, which was closed on
the 23rd November, 1936, has been re-opened as from 8th
October, 1937. Call letters J. C.

14th October, 1937

MAILS

Statistical Period

Postmasters are reminded that the semi-annual statistics will be taken during the month of November, commencing on November 1st and ending on November 30th. The necessary forms have been mailed to all offices. Detailed instructions regarding the statistical work are contained in the Post Office Circulars, Pages 66, 67, and 77, 78, and to these instructions Postmasters, in compiling their statistical figures, should give close attention.

The statistical returns for April indicate that Postmasters generally followed the instructions. Some Postmasters, however, still seem to need instructions regarding certain points, in particular:

(1) Form 1213, the correct use of the "Total" column.

In this column should be entered the added totals of each class of correspondence, e.g. in the case of local letters the total number posted, passing through and delivered would be entered on the appropriate line in the Total column. The letters delivered are those delivered in Post Office Boxes and by Letter Carriers as well as the General Delivery.

(2) Need for entering on the back of the three subsidiary forms provided for use at the larger offices.

(a) **For Mail despatched.** On the back of this form should be shewn the schedule of the despatches from the office, the days on which they are made and the offices to which they are made.

(b) **For Mail passing through.** On the back of this form should be entered the names of the offices for which the office making the returns acts as distribution office.

(c) **For Mail received.** On the back of this form should be entered the schedule of incoming mails shewing the days on which received, and the offices from which received.

(3) The entering of Foreign Parcels on Forms 1213 and 1212.

The Foreign Parcels delivered to be entered on Form 1213 are those which are admitted duty free. Dutiable small packets, dutiable parcels and dutiable insured parcels delivered are to be entered on Form 1212 in the space provided for Duty Parcels Delivered.

(4) Seeking advice with regard to preparation of forms.

Where a Postmaster or Telephone Attendant is in doubt about any point he should consult the Postmaster of his Telephone Controlling Office or, if necessary, the Statistical Officer, General Post Office, St. John's.

(5) To whom the Statistical Forms should be returned.

The Statistical returns should be mailed as soon as possible after the 30th November, addressed to the Statistical Officer, General Post Office, St. John's, and not to the Director of Posts or Chief Accountant.

Foreign Mails

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 14th October. Delivery should be effected in Montreal and New York on or about Monday, the 18th October. Correspondence for Great Britain and Transatlantic countries will connect with the S.S. "EMPRESS OF BRITAIN" due to sail from Quebec on the 23rd October and arrive at Southampton on the 28th October, but any such correspondence endorsed "Via New York" will be forwarded for despatch by the S.S. "QUEEN MARY" due to sail from New York on the 20th October and arrive at Southampton on the 25th October.

14th October, 1937

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Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's up to 8.30 a.m. for despatch, same day, on Sunday, the 17th October. Delivery should be effected in Montreal and New York on or about the following Thursday. Correspondence for Great Britain and Transatlantic countries will connect with the S.S. "EMPRESS OF BRITAIN" but any such correspondence endorsed "Via New York" will be forwarded for possible connexion with the S.S. "QUEEN MARY."

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday, the 19th October. Delivery should be effected in Montreal and New York (Central Districts) on or about Saturday, the 23rd October. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "EMPRESS OF BRITAIN" but any such correspondence endorsed "Via New York" will be forwarded for connexion with the S.S. "CHAMPLAIN" due to sail from New York on the 23rd October and arrive at Plymouth on the 30th October.

TELEGRAPHS

New Wireless Office, Indian Bay

The Wireless Office opened at Indian Bay, Bonavista Bay, for the Bowater-Lloyd Company on the 1st September was taken over by this Department on the 11th October. Mr. K. Hounsell of Fair Island is in charge and Mr. Charles Pickett has assumed duties as temporary Postmaster and Operator at Fair Island as from the above date.

The Call Sign for Indian Bay is I.B. and the connecting office Topsail.

Telegraph Operating—Need for Care and Concentration

The undivided attention of Telegraphists must be concentrated on their work to avoid errors, the frequency of which indicate that this is not always given. An analysis of errors shows that a large percentage is caused through carelessness or inattention. Telegraphists are reminded that talking while sending or receiving is strictly prohibited.

Strict Observance of Opening Hours and Wireless Schedule

Official opening hours and Wireless schedules must be strictly adhered to. Non-observance of punctuality must be reported immediately to the Director of Telegraphs by controlling officers. Office clocks must be kept correct with the official time sent out daily.

- Deposit Must Be Made for "Collect" Telegrams

Attention is drawn to the following instructions issued 1st May, 1934:—

Parties offering collect telegrams must in future deposit with the accepting clerk or operator the cost of transmission. This deposit will be refunded to the sender after sufficient time has elapsed to indicate that the telegram has been duly delivered. Prompt notice must be sent to the office of origin by the receiving office of non-delivery or inability to collect. Operators failing to comply with this instruction may be charged with the cost of the telegram. Non-delivery will not necessarily be sufficient cause for refunding a deposit unless it is definitely proved that it was caused through fault of the Department. This instruction does not refer to messages sent by persons duly authorised to use the "Collect" service for the purpose of sending messages to Departments of Government.

14th October, 1937

Reply Paid Telegrams

Persons sending telegrams and desiring to pay for a reply must indicate the number of words they will pay for and deposit sufficient funds to cover the cost of the answer. A note must be transmitted with the telegram stating the amount deposited for the reply. That is, reply paid 12 words abbreviated to R.P. 12 and included in the service instructions and check of the telegram.

ACCOUNTING

The undermentioned omissions continue to be made in Postmasters' Statements:—

Duty Bill numbers not listed on Statements.

Duty Bill numbers not listed on Remittance forms.

Duty parcels re-directed from one Post Office to another without the authority of the Head Postmaster.

Duty Transfers not accounted for.

Duty refunds not signed or dated.

Re-forwarded "Unpaid" items received not listed on separate slip attached to Statements.

Remittances for box rents, etc., not recorded in Statements.

Many Postmasters obviously take little or no heed of instructions issued. From the date of receipt of this Circular Postmasters will render themselves liable to punishment by fine for repeated errors of this nature.

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POST OFFICE



CIRCULAR.

THURSDAY, 21st OCTOBER, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENTS

- Kitchuses Miss Nellie Murphy to be Postmistress as from the 22nd October, 1937.
- Burin Bay Arm Mrs. R. J. Broydell, Postmistress and Telephone Attendant as from the 1st November, 1937.

RESIGNATIONS

- Upper Island Cove Mr. John Osborne, recently appointed Postmaster of Upper Island Cove, has refused the appointment. Applications are now being called for the vacancy at a salary of \$36. per annum. The successful applicant will be required to provide suitable accommodation free of cost to the Department. Applications close 26th October, 1937. Vacancy advertised locally.

New Post Office—Burin Bay Arm

A new Post Office will be opened at Burin Bay Arm on the 1st November next. The office will deal with ordinary, registered and insured letters and parcel mails, but the nearest office for C.O.D. parcel work and Money Order business will be Burin.

Burin Bay Arm will be the office of service also for the settlements of Salt Pond and Loon's Cove.

The office at Burin and the S.S. "GLENCOE" and S.S. "HOME" will be the distributing between Burin and Burin Bay Arm.

Telegraph facilities will be afforded at the new office by means of a telephone connexion between Burin and Burin Bay Arm.

MAILS

Foreign Mails

Correspondence for Canada, the U.S.A. and American countries generally will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 21st October. Delivery should be effected in Montreal and New York on or about Monday, the 25th October. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" due to sail from St. John's on the 29th October and arrive at Liverpool on the 4th November, but any such correspondence endorsed "Via New York" will be forwarded to New York for connexion with the S.S. "BREMEN" due to sail on the 27th October and arrive at Southampton on the 1st November.

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch same day, on Sunday, the

24th October. Delivery should be effected in Montreal and New York on or about the following Thursday. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" but any such correspondence endorsed "Via New York" will be forwarded to New York for despatch by the S.S. "ILE DE FRANCE" due to sail on the 28th October and arrive at Plymouth on the 2nd November.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday, the 26th October. Delivery should be effected in Montreal and New York (Central Districts) on or about Saturday, the 30th October. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" but any such correspondence endorsed "Via New York" will be despatched to New York for connexion with fast boat, the particulars of which have not yet been advised.

RADIO TELEGRAPHY AND RADIOTELEPHONY

Certificates of Proficiency

The following information is given with reference to the various classes of examinations which are conducted from time to time by the Department with a view to granting certificates of proficiency in Radiotelegraphy and Radiotelephony. Postmasters should give this information to any member of the public who may make enquiries in the matter.

The various classes of certificates and particulars of the examinations are as given below:—

First Class

The examination for the First Class Certificate of proficiency consists of (1) a written paper containing seven questions dealing with the theory and operation of CW ICW and Radiotelephone transmitters and auto alarm devices; (2) the filling in of the wiring on a diagram of a standard valve transmitter of not less than 500 watts output including ICW and telephone; (3) code test at a speed of 25 words per minute in plain language and 20 WPM in code groups of five letters each; (4) an oral examination designed to test the Candidate's practical knowledge of all kinds of radiotelegraph and auxiliary apparatus, including direction finders and automatic alarm devices, with particular reference to the locating and remedying of faults in the apparatus with the materials and assistance available under conditions at sea.

Second Class

The examination for Second Class Certificate of proficiency consists of five parts, viz:— Technical paper, Traffic paper, diagrams, code test and oral examination. The written papers and diagrams must be completed in three hours each.

The Technical paper consists of seven questions concerning the care and maintenance of storage batteries and the general theory of electricity (especially in connection with spark transmitters and regenerative receivers). The candidate must fill in a diagram of a spark transmitter with charging panel and emergency apparatus and of a standard marine type receiver using at least three tubes.

Whilst the Technical paper and diagram given is usually based on the standard marconi $\frac{1}{2}$ KW. synchronous spark set and MST-MSA receiver, the diagram drawn may be that of any standard commercial spark transmitter and receiver.

The Traffic paper consists of nine questions concerning general procedure including abbreviations used in calling, answering and working in the marine service, with especial emphasis on distress traffic. Questions on the rating and routing of telegrams are also included and sam. telegrams must be counted by the radio and domestic count methods and the charges made up

21st October, 1937

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One hundred marks are allowed for each of the above papers and the candidate must obtain 75 per cent each in the Technical and Traffic papers and 50 per cent for the diagrams in order to obtain a passing mark.

Candidates for Second Class examination must send and receive for five consecutive minutes, using the International morse code, at the rate of 20 words per minute in plain language and 16 words per minute in code groups. A mark of 100 per cent each must be obtained in the code test. The oral examination is designed to test the candidate's practical knowledge of the apparatus in which he is being examined, especially the locating and clearing of breakdowns under conditions existing at sea.

Successful candidates for Second Class Certificates are issued a temporary certificate which will be exchanged for a permanent certificate after proof is shown that the Operator has had six months actual experience as an Operator in the Mobile Service or at a Commercial Land Station, after the date of the temporary certificate. In certain circumstances, actual experience during one summer season is accepted as being equivalent to six months service.

Amateur

Candidates for this class of certificate are required to draw from memory a schematic diagram of an elementary radio-telegraph transmitter and receiver with power supplies for each. The component parts of each diagram must be numbered and the name and a short description of the function of each part written opposite the number.

The code test requires that the candidate be capable of sending and receiving in plain language at a rate not less than 12 words per minute using an oscillator or buzzer.

Direction Finding

An operator holding a Second Class Certificate may apply for permission to attend a supplementary examination in Direction Finding Apparatus and if he passes this examination may have his certificate endorsed to the effect that he is competent to operate this class of apparatus. The examination consists of a written paper covering the theory and practical operation and the wiring of a standard Direction Finder. No fee is charged for this examination.

Radiotelephone

The examination for the Radiotelephone Certificate consists of one written paper containing questions on standard telephone and broadcast equipment. The candidates must also draw a schematic diagram of a standard radiotelephone or broadcast transmitter of modern design including power supply and speech amplifying equipment.

Special Certificates

Special Certificates are issued in connexion with the service of certain specified ships or stations which, in the opinion of this Department, do not warrant the employment of an Operator with the qualifications necessary to obtain the regulation type of Certificate.

Emergency Certificates

Emergency Certificates of any class may be issued in cases of emergency where it is impossible to obtain an Operator with the proper certificate required. They are not valid for periods in excess of six months and are usually cancelled when they have served their purpose.



GENERAL INFORMATION

Scale of fees for examination or re-examination.

1. First Class Certificate	\$5.00
2. Second Class Certificate	2.50
3. Amateur Class Certificate	1.00
4. Emergency (any Class)	5.00
5. Radiotelephone	2.50
6. Special	2.50

Application for permission to attend examination must be made on the proper forms, which will be furnished on request by this Department, and must be accompanied by all the information, photographs, etc., stated on the forms, together with the appropriate fee. Any person attending examination must be of British birth and parentage.

Failure to Pass

In case of failure a candidate will not ordinarily be re-examined until after the lapse of three months but special arrangements may be made under circumstances which, in the opinion of this Department, constitute sufficient reason for special consideration.

The candidate will only be required to re-write the portion of the examination in which he failed to receive passing marks. An additional fee will be payable for re-examination. Full details are also contained in the pamphlet "Regulations issued under the Radiotelegraph Act" which will be sent to any address on receipt of ten cents plus mailing charges.

Suitable Books for Study

Amateur Certificate. "A guide to amateur radio" published by the British Empire Radio Union, 53 Victoria St., London, S.W.1, or "The Radio Amateurs Handbook" published by the American Radio Relay League, Hartford, Conn., U.S.A.

All Other Classes of Certificates. "Radio operating questions and answers" by Nillson and Hornung, published by McGraw Hill Book Co., of New York, U.S.A..

"The Postmaster General's handbook for Wireless Operators," published by His Majesty's Stationery Office, London, England.

These books, as well as many others equally suitable, may be obtained through any good Bookstore.



POST OFFICE



CIRCULAR.

THURSDAY, 28th OCTOBER, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENTS

LEDDIES COVE Miss Eliza Parril to be Postmistress and Telephone Attendant as
from the 1st November, 1937.

Bills for Head Office

1. All bills for supplies purchased or labour employed in connexion with the work of any postal telegraph office must be certified by the Postmaster before being forwarded to Head Office and the expenditure order number must be stated thereon. If the authority has been sent by telegraph or in writing it must be attached to the bill.
2. Each item purchased and its cost must be shown on the bill and the number of hours of employment with the rate per hour.
3. Some offices are sending courier bills other than those provided by the Department. Offices which have not a supply of the Department's bills should requisition a supply from the Controller of Stores, General Post Office, St. John's.

Rented Buildings

Postmasters whose offices are located in rented buildings should enquire from the Landlord if he has a regular lease from the Department. In cases where the Landlord has no regular departmental lease the Postmaster should advise the Director of Postal Services giving the name of the Landlord.

MAILS**Failure to Cancel Postage Stamps**

It has come under notice through the medium of the Travelling Post Offices that mail of all classes is being continually received by that branch of the service from a number of offices throughout the country bearing uncanceled stamps. Officials in charge of offices are reminded that besides creating a considerable amount of work for officials at receiving points this is a definite breach of rules (see Post Office Circular of 14th January 1937, Page 33).

All offices have been supplied with the necessary equipment for cancelling postage stamps on correspondence and any failure in this respect can only be put down to the carelessness and inefficiency of the official concerned.

Winter Courier Services

Tenders for Winter courier services should be posted to the Director of Postal Services not later than 1st November.

If any office has not a sufficient supply of tender forms the Postmaster should ask the Director of Postal Services by telegram for a further supply.

28th October, 1937

Mis-Assorting

There is room for improvement in assorting at many offices. The following specific cases of mis-assorting have been noted recently:

- (1) a package of papers for Lady Cove mis-assorted to Hillview.
- (2) a package of circulars addressed Corner Brook was sent to Botwood.
- (3) a C.O.D. package from the S.S. "CLYDE" intended for Carmanville was mis-sent to Clarenville.
- (4) two bundles of letters from Grand Falls which should have been despatched to No. 1 Express were despatched to No. 2 Express.

All members of the staff who do assorting work should give this matter their close attention. Owing to the infrequency of the mail services to many parts of the country it should be obvious that a considerable degree of inconvenience is sustained by the public whenever mail correspondence is sent to the wrong office and this applies especially to the mis-assorting of a bundle of letters. While there may be an excuse on occasions for the mis-assorting of a letter or newspaper there can be no excuse for putting a bundle of mail in any other bag but that of the proper office of delivery or distribution.

Return of Empty Mail Bags

There is reason to believe that previous instructions given relative to this matter have received very little consideration by many Postmasters.

All officials handling mail bags should realise that the replacement of stock is an expensive item, and further that the Department cannot afford to keep on hand a large surplus supply because certain Postmasters fail to return empty bags regularly and without delay in accordance with instructions.

The present supply is large enough to supply all needs of the Department if all empties were promptly returned to the General Post Office, St. John's. Failure to do this, however, may result in a shortage at Head Office with serious results to the service. It is the practice of many Postmasters to retain empty bags in their offices until a sufficient number are accumulated to fill one bag at least. The number required for that purpose would be about fifteen. This practice must cease and all surplus bags must be returned with every despatch to the connecting T.P.O. for transmission to the General Post Office, St. John's.

The few larger offices which have been authorised to maintain a reserve supply of empty bags must not allow empty bags to accumulate at their offices in excess of their reserve.

Foreign Mails

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Thursday, the 28th October. Delivery should be effected in Montreal and New York on or about Monday, the 1st November. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" due to sail from St. John's on the 29th October and arrive at Liverpool on the 4th November, but any such correspondence endorsed "Via New York" will be forwarded for despatch by the S.S. "QUEEN MARY" due to sail from New York on the 3rd November and arrive at Southampton on the 8th November.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch same day, on Sunday, the 31st October. Delivery should be effected in Montreal and New York on or about the following Thursday. Correspondence for Great Britain and Transatlantic countries will connect with the S.S. "EMPRESS OF BRITAIN" due to sail from Quebec on the 6th November and arrive at Southampton on the 11th November, but any such correspondence endorsed "Via New York" will be forwarded for connexion by fast steamer, the particulars of which have not yet been advised.

28th October, 1937

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Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Tuesday, the 2nd November. Delivery should be effected in Montreal and New York (Central Districts) on or about Saturday, the 6th November. Correspondence for Great Britain and Transatlantic countries should connect with the S.S. "EMPRESS OF BRITAIN" but any such correspondence endorsed "Via New York" will be forwarded for connexion by fast steamer, the particulars of which have not yet been advised.

TELEGRAPHS

Errors, Failures and Delays

For the month of September there were 20 errors, 3 delays and 1 lost telegram. The offices involved were:—

Cases		Cases	
Badger's Quay	2	Little Bay Islands	2
(One of which was made by Relief Operator)		(One of which was made by Relief Operator)	
Burin	1	Newstead	1
Bell Island	1	Nipper's Harbour	1
Bonavista	1	Placentia	2
Broad Cove	1	St. John's	2
Campbellton	2	(One of which was in the Phonogram Section)	
Cox's Cove	1	St. George's	1
Channel	1	St. Anthony	1
Curling	1	St. Fintans	1
Deer Lake	1	Safe Harbour	1
Gloverton	1	Topsail	1
Grand Bank	1	Wesleyville	2
Harbour Main	1	Winterton	1
Kelligrews	1	Whitbourne	2

Fines of 50 cents each were imposed on the following officials for failing to verify figures:

Miss E. Gillis	St. George's
Mr. H. Milley	St. Anthony
Miss Rita Elms	Griquet
Mr. J. Roberts	Nipper's Harbour
Mr. J. Flynn	Little Bay Islands

A fine of 50 cents was imposed on Mr. J. Rowsell, Bell Island, for a lost telegram.

Traffic

The total number of paid telegrams for September was 46,363, of which 2,016 were sent by the Priority Service. The total for September 1936 was 37,069.

The number of service messages for September was 7,234 as compared with 7,238 for September 1936.

The number of D.H. messages for September was 2,054 as compared with 1,596 for September 1936.

Renewed attention is called to the necessity for using the service message and D.H. message system only in cases of emergency.

The public message service consisted of 11,145 words, which is the equivalent of 7,430 telegrams at the St. John's Head Office.

ACCOUNTING

Requisitions from Postmasters for Money Order Funds

The attention of all Postmasters in charge of Money Order Offices, is directed to the following notice in connexion with requisitions for cash:—

Postmasters requiring funds for payment of Money Orders should make an effort to have all such requisitions reach the Accounts Branch not later than 1 p.m. daily; this will enable the Cashier to fill the requisitions and have them despatched by the first mail leaving for their office. No requisitions which reach the Accounts Branch after 1 p.m. will be dealt with on the day of receipt except in cases of special emergency.

The co-operation of all Postmasters is asked in this respect in order that there should be no delay in payment of money orders presented by members of the public.

Stocks of Postage Stamps

A statement is required by the Accounts Branch showing the number and denominations of postage stamps on hand on the 31st October, 1937, of issues previous to the Coronation.

Postmasters should prepare these statements and post them to the Chief Accountant immediately after the close of business at the end of this month.

POST OFFICE

CIRCULAR

THURSDAY, 4th NOVEMBER, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

RESIGNATIONS

- Sunnyside, T.B. Miss Minnie G. Sheppard, Postmistress and Telephone Attendant, effective 30th November, 1937. Salary \$108. per annum. Applications close 23rd November. Advertised locally.
- Riverhead, Harbour Grace Mr. H. J. Coady, Postmaster, effective 25th October, 1937. Mr. Justin McCarthy assumed charge of the office until new appointment is made.

APPOINTMENTS

- Upper Island Cove Miss Nita Janes to be Postmistress as from 1st November, 1937.
- Channel Mr. Victor Janes to be Messenger as from 1st November, 1937.
- Kelligrews Miss Anne Hibbs to be Postmistress as from 1st November, 1937.

MAILS

Direct Transatlantic Steamer Schedule

The following is the schedule of the Furness Withy steamers due to sail from St. John's for Liverpool between 29th October, 1937, and 11th March, 1938. The schedule is subject to change without notice. Postmasters should copy the list in neat longhand or typescript and exhibit it in the public part of their offices.

Steamer	Leave St. John's	Arrive Liverpool
Nova Scotia	Friday, 29th October	Thursday, 4th November
Newfoundland	Tuesday, 16th November	Monday, 22nd November
Nova Scotia	Tuesday, 30th November	Monday, 6th December
Newfoundland	Tuesday, 21st December	Monday, 27th December
Nova Scotia	Friday, 7th January	Thursday, 13th January
Newfoundland	Friday, 22nd January	Thursday, 3rd February
Nova Scotia	Friday, 18th February	Thursday, 24th February
Newfoundland	Friday, 11th March	Thursday, 17th March

This schedule corrects the schedule announced in the Post Office Circular of the 28th January, Page 41.

Postmasters should take the necessary steps to keep the public informed of the latest date and time of posting at their offices for connexion with the direct despatches from St. John's by the above mentioned steamers.

Postmaster

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 4th November. Delivery should be effected in Montreal and New York on or about Monday, the 8th November. Correspondence for Great Britain and Trans-

atlantic countries will connect at Montreal with the S.S. "DUCHESS OF BEDFORD" due to sail on the 12th November and arrive at Liverpool on the 19th November, but any such correspondence endorsed "Via New York" will be forwarded for despatch by the S.S. "NORMANDIE" due to sail on the 10th November and arrive at Southampton on the 15th November.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 7th November. Delivery should be effected in Montreal and New York on or about the following Thursday. Correspondence for Great Britain and Transatlantic countries will connect with the S.S. "DUCHESS OF BEDFORD" but any such correspondence endorsed "Via New York" will be forwarded for connexion with the "AQUITANIA" due to sail from New York on the 11th November and arrive at Southampton on the 17th November.

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday, the 9th November. Delivery should be effected in Montreal and New York (Central Districts) on or about Saturday, the 13th November. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" due to sail from St. John's on the 16th November and arrive at Liverpool on the 22nd November, but any such correspondence endorsed "Via New York" will be forwarded for connexion with the S.S. "BREMEN" due to sail from New York on the 13th November and arrive at Southampton on the 19th November.

TELEGRAPHS

Land Settlement Account

A new account has been opened at the St. John's Head Office for telegrams in connexion with the Land Settlement Branch of the Department of Rural Reconstruction, as from the 1st November. The indicator "L.S.A." (Land Settlement Account) is to be written on all telegrams chargeable to this account in order to make a distinction between these telegrams and those chargeable to the account of Rural Reconstruction. Outport Postmasters accepting Collect telegrams from Managers or Agents of Land Settlement on Land Settlement business should see that this prefix is written in after the check and duly transmitted for identification purposes.

Labrador Wireless Stations

The following Labrador Wireless Stations maintained for the Summer season closed on the dates shewn below:—

Grady	21st October, 1937
Flat Islands and Domino	27th October, 1937

Service Indicator for Outward Ordinary (Full Rate) Foreign Cablegrams and Radiograms

B. of T., No. 64-VII

The following regulations governing Cable indicators have been received through the Commercial Cable Company which will also apply to cables originating in Newfoundland. It should be observed that every cable must in future bear the proper service indicator.

Effective at once, ordinary (full rate) cable and radio messages, originating in the United States and destined to foreign countries will carry the indicator "ORD" in the check immediately following the word count. For example, a ten word full rate cable will be checked "10 ORD CABLE." The indicator "ORD" will neither be counted nor charged for. The above regulation, in effect, will mean that every cable and radio message will carry a service indicator which will be a safeguard to the Company against excess payouts, as for example a debit by the connecting cable or radio company on the basis of full (ordinary) rate for a CODE message in which the CDE indicator has been dropped between the point of origin and the point where transfer to the connecting Company is effected.

4th November, 1937

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All concerned should be instructed to add the indicator "ORD" after the word count on all ordinary (full rate) cablegrams or radiograms, for onward transmission to the connecting cable and radio company.

For convenience there is listed below a table indicating the designations to be used for the various classes of cablegrams or radiograms, where such designations are to be transmitted, and whether or not they are included in the word count and charged for:—

Class of Service	Indicator	Where Transmitted	Included in word count and charged for
Urgent Rate	URGENT	Before "Name to"	Yes
Full Rate—Code	CDE	Check	No
Ordinary Full Rate	ORD	Check	No
Day Letter Rate	LTR	Before "Name to"	Yes
Night Letter Rate	NLT	Before "Name to"	Yes
Deferred Rate	LC	Before "Name to"	Yes
Press Rate	PRESS	Before "Name to"	Yes
Greeting (Sender's Composition)	XLT	Before "Name to"	Yes
Government Rate	*GOVT.	Check	No

*In addition to "GOVT" the nationality of the Government in whose behalf the message is sent should also be given. For example; "U.S. Govt." "Brit. Govt." "French Govt." etc.

ACCOUNTING

Errors in Money Orders

The following is a list of offices where officials have been responsible for making four or more errors in the Money Order Service during the month of September last:—

Office	No. of Errors	Orders Issued and Paid During the Period in Which Errors Were Made
Aguathuna	6	114
Badger	5	451
Ball Island Mines	5	969
Botwood	7	496
Buchans	4	1070
Corner Brook	5	1562
Deer Lake	5	574
Gambo	10	176
Grand Falls	4	1714
Grand Falls Station	5	454
Hare Bay	4	66
Hermitage	4	57
Joe Batts Arm	4	71
Kings Point	4	55
Ladle Cove	4	24
Little Bay Islands*	4	98
Millertown	5	591
Pilley's Island	5	119
Point Leamington	5	28
Tilting	4	35
Victoria Village	5	59
Westleyville	4	78
	108	8950

Total number of orders issued and paid during August:—	
Number of Orders Issued	19,191
Number of Orders Paid	9,592
Total	28,783
Total number of errors	301
Percentage of errors	1.05
i.e., 10½ errors per every 1,000 orders issued and paid.	
Number of figure errors.....	118
Percentage of figure errors4
i.e., 4 figure errors per every 1,000 orders issued and paid.	

Miss G. Peters, Postmistress Pilley's Island, was fined \$1. for erasing the figures on a money order and increasing the value of the order from \$12 to \$20. The amount she charged in her accounts was only \$12, and she further failed to show in the account the resultant surplus of \$8. The staff have been warned against irregularities of this nature on various occasions (Money Order Rules—Instruction No. 19 and page 175 of the Post Office Circular of the 16th September). In addition to this it is clearly indicated on the reverse side of each money order that any alteration or erasure renders the order void.

POST OFFICE



CIRCULAR.

THURSDAY, 11th NOVEMBER, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

Change in Location of Office

On the 1st November, 1937, the Post Office work was removed from the Railway Station at Kelligrews and transferred to the residence of Mr. R. Hibbs. Miss Anne Hibbs has been appointed Postmistress.

Postal, Money Order, C.O.D. and Telegraph facilities are available at the office. Telegraph traffic will circulate by Departmental telephone to Topsail.

MAILS

Cessation of Summer and Commencement of Winter Courier Services

Postmasters at the offices affected should note the cessation of Summer Courier Service and commencement of Winter Service as indicated below:

ROUTE 1

Summer Service to Cease

- (a) Holyrood to Colinet; (b) Salmonier to St. Mary's

The last trip over both routes will be made on Tuesday, the 30th November.

Winter Service to Commence

- (a) Holyrood to Salmonier; (b) Salmonier to St. Mary's; (c) Salmonier to Colinet

The first trip will be made on Friday, the 3rd December, and every Tuesday and Friday thereafter until further notice.

ROUTE 2

Summer Service to Cease

- (a) Heart's Content to Whitbourne

The last trip will be made on Wednesday, the 1st December.

- (b) Heart's Content to Carbonear; (c) Heart's Content to Brownsdale

The last trip will be made on Monday, the 29th November.

Winter Service to Commence

- (a) Whitbourne to Green's Harbour; (b) Heart's Content to Green's Harbour

The first trip will be made on Friday, the 3rd December, and every Wednesday and Friday thereafter until further notice.

- (c) Heart's Content to Carbonear

The first trip will be made on Thursday, the 2nd December and every Monday and Thursday thereafter until further notice.

- (d) Heart's Content to Brownsdale

The first trip will be made on Friday, the 3rd December and every Tuesday and Friday thereafter until further notice.

ROUTE 3

Summer Service to Cease

- (a) Carbonear to Grate's Cove

The last trip will be made on Thursday, the 2nd December.

Winter Service to Commence

- (a) Carbonear to Ochre Pit Cove; (b) Old Perlican to Ochre Pit Cove; (c) Grate's Cove to Old Perlican

The first trip will be made on Monday, the 6th December, and every Monday and Thursday thereafter until further notice.

ROUTE 4**Summer Service to Cease**

- (a) Whitbourne to Bellevue

The last trip will be made on Wednesday, the 1st December.

Winter Service to Commence

- (a) Norman's Cove to Railway; (b) Bellevue to Railway

The first trip will be made on Friday, the 10th December and every Friday thereafter until further notice.

ROUTE 5**Summer Service to Cease**

- (a) Clarenville to Hickman's Harbour.

The last trip will be made on Wednesday, the 1st December.

- (b) Milton to Thoroughfare; (c) Thoroughfare to Deer Harbour

The last trip will be made on Monday, the 29th November.

Winter Service to Commence

- (a) Clarenville to Britannia; (b) Britannia to Deer Harbour

The first trip will be made on Monday, the 6th December, and every Monday thereafter until further notice.

- (c) Milton to Burgoyne's Cove

The first trip will be made on Monday, the 6th December, and every Monday thereafter until further notice.

Effective from Tuesday, the 30th November, all mail for Britannia, Thoroughfare and Deer Harbour will be despatched via Clarenville and not via Milton.

ROUTE 6**Summer Service to Cease**

- (a) Keels to Port Rexton

The last trip will be made on Monday, the 29th November.

Winter Service to Commence

- (a) King's Cove to Plate Cove; (b) Keels to King's Cove

The first trip will be made on Tuesday, the 7th December, and every Tuesday thereafter until further notice.

Foreign Mails

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 11th November. Delivery should be effected in Montreal and New York on or about Monday, the 15th November. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" due to sail from St. John's on the 16th November and arrive at Liverpool on the 22nd November but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "QUEEN MARY" due to sail from New York on the 17th November and arrive at Southampton on the 22nd November.



14th November, 1937

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 14th November. Delivery should be effected in Montreal and New York on or about the following Thursday. Correspondence for Great Britain and Transatlantic countries will be despatched by the S.S. "NEWFOUNDLAND" but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "CHAMPLAIN" due to sail from New York on the 20th November and arrive at Plymouth on the 27th November.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday, the 16th November. Delivery should be effected in Montreal and New York (Central Districts) on or about Saturday, the 20th November. Correspondence for Great Britain and Transatlantic countries will be despatched by the S.S. "NEWFOUNDLAND" and the latest time for acceptance will be announced later. Letters addressed to Great Britain and Transatlantic countries and endorsed "Via New York" will be forwarded for connexion with the S.S. "CHAMPLAIN."

The parcel despatch to England by the S.S. "NEWFOUNDLAND" on the 16th November will be the latest opportunity for the delivery in time for Christmas of parcels addressed to the following countries:—

Aden, Brazil, British Guiana, Ceylon, Cyprus, Egypt, Gambia, India, Palestine, Sierra Leone, South Africa, Rhodesia, Northern and Southern (via Capetown), Sudan, Syria, Uruguay.

TELEGRAPHS

Instructions to Offices at Which Storage Batteries Have Been Installed

Storage batteries have been installed at certain offices to replace the special Dry A. Batteries, in order to reduce the cost of operation in certain cases and in others to enable the power of the station to be increased and thus improve the service given to the places affected.

Officials in charge of offices where these storage batteries have been installed should carefully carry out the instructions of the officer who made the installation.

In order that these instructions may not be forgotten or neglected they are briefly summarised below. This circular should be studied carefully and referred to when in doubt.

1. Storage Batteries. These are of two kinds, viz:—

- (A) The Edison steel container in wooden trays which uses a solution of caustic potash as the electrolyte or liquid. These batteries should never be tested with the hydrometer supplied for use with lead plate batteries.

The only special care which is necessary with Edison batteries is to see that all connections are kept clean and free from corrosion and that the electrolyte or liquid is kept not less than $\frac{1}{4}$ inch above the top of the plates. This should be done by adding distilled water or pure rain water when the level falls below that given. If rain water is used it should not be that running off metal roofs and it may be kept in any containers except metal or enamel. Water should never be added except immediately before charging, in order that it will become properly mixed with the solution whilst the charging process is going on. In frosty weather the battery should be fully charged before leaving the office for the night as it is liable to freeze if left in a partly discharged condition in a cold place. The Edison battery should only be charged when the operation of the set begins to fall below normal, and the charging should continue until the battery gasses freely. This gassing is indicated by a fairly continuous bubbly sound in the cells.

- (B) Lead Plate Batteries. The care of this type of battery is very similar to the Edison type except that rain water must never be used and that the battery must be tested with a glass syringe containing a weighted graduated float. This syringe is known as a hydrometer and is supplied only to offices using this type of battery. A quantity of the liquid should be drawn from one cell at a time into the syringe and the reading of the float noted. This liquid should then be replaced in the cell from which it

was taken. The lead plate battery should be charged when the hydrometer reading falls below 1190 and the charging should be continued until all the cells begin to gas freely or the hydrometer reading is about 1270, whichever occurs first.

The instructions given for Edison batteries concerning cleanliness, prevention of freezing and addition of distilled water also apply to this type of battery.

In no case should an open flame be brought near batteries whilst being charged and proper ventilation should be provided during this process in order to reduce danger from fumes and escaping gas.

2. Methods of Charging.

Two methods of charging batteries are in use in this service, viz:—

(A) Rectifiers attached to the electric system where such systems exist. These rectifiers or chargers are plugged into the electric lighting line and two clips are attached to the battery, the red wire to the positive or plus terminal and the black wire to the negative or minus terminal. These chargers require no care except to see that the clips are clean, tight and free from corrosion and to renew the bulb with a similar new one when it ceases to function properly.

(B) Generators driven by small motor engines.

1. Before starting engine make sure that the base of the engine is full of lubricating oil and that the tank is full of gasoline as set forth in the book of directions supplied when the plant was installed.

2. Throw switch to charging position after making sure that solution in battery is up to the correct level.

3. Press starting button and start engine, then, adjust throttle until engine running smoothly

4. If engine fails to start do not keep it turning over on battery too long as this will run battery down and may ruin it. In such cases look for cause of failure to start before again pressing starting button.

5. If necessary choke engine a little by closing air inlet valve but do not choke too long or engine will flood and refuse to start. In case engine becomes accidentally flooded press starting button and turn engine over without choking until it starts.

6. If battery is too low to turn engine over, start engine by using rope as directed in book of instructions.

7. When battery is fully charged as indicated by hydrometer reading or gassing stop engine by pressing stop button on back of engine.

8. Be sure that the room where engine is situated is well ventilated while engine is running

CAUTION:

1. At offices where 8 volt batteries are used **DO NOT** remove receiving clip from third cell or 6 volt terminal.

2. Always be careful to prevent freezing of battery by keeping it charged in cold weather.

3. Be sure no open flame is brought near battery while charging and also that room is ventilated while battery charging or engine running.

ACCOUNTING

Registered Dutiable Parcels

The attention of Postmasters is drawn to the necessity of collecting duty on all registered dutiable parcels. Some Postmasters appear to regard registered duty parcels as free of duty and deliver such parcels without collecting the assessed duty. Duty must be collected in the usual manner on all registered assessed parcels before delivery.

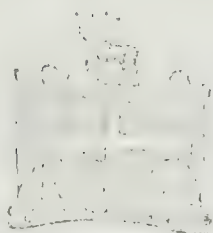
Remittances to Cashier

Postmasters are reminded that the amount contained in registered envelopes to the Cashier is not to be shown on the outside of cover

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POST OFFICE



CIRCULAR.

THURSDAY, 18th NOVEMBER, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENTS

- Stephenville Crossing Miss Marjorie McKay to be Messenger Assistant as from 10th November, 1937.
- Riverhead, Harbour Grace Mr. Justin McCarthy to be Postmaster as from the 1st November, 1937.
- Coachman's Cove Mr. Thos. Lundrigan to be Postmaster and Wireless Operator as from the 11th November, 1937.

VACANCIES

- Port Blandford Applications addressed to the Secretary, Department Posts and Telegraphs, will be received up to the 25th November, 1937, for the position of Postmaster and Telegraph Operator at Port Blandford. Salary \$360. per annum. Morse telegraph qualifications are essential.
- Argentia Applications addressed to the Secretary, Department Posts and Telegraphs, will be received up to the 25th November, 1937, for the position of Postmaster and Telegraph Operator at Argentia. Salary \$420. per annum. Morse telegraph qualifications are essential.

These vacancies were advertised by wire on the 13th November, 1937.

Foreign Mails

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 18th November. Delivery should be effected in Montreal and New York on or about Monday, the 22nd November. Correspondence for Great Britain and Transatlantic countries will connect at Montreal with the S.S. "DUCHESS OF YORK" due to sail on the 24th November and arrive at Liverpool on the 1st December, but any such correspondence endorsed "Via New York" will be forwarded for despatch by the S.S. "NORMANDIE" due to sail on the 24th November and arrive at Southampton on the 29th November.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 2.30 a.m. for despatch, same day, on Sunday, the 21st November. Delivery should be effected in Montreal and New York on or about the following Thursday. Correspondence for Great Britain and Transatlantic countries will connect with the S.S. "DUCHESS OF RICHMOND" due to sail from Montreal on Thursday, the 25th November, and arrive at Southampton on the 2nd December, but any such correspondence endorsed "Via New York" will be forwarded for connexion with the S.S. "BERENGARIA" due to sail from New York on the 25th November and arrive at Southampton on the 1st December.

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday, the 23rd November. Delivery should be effected in Montreal and New York (Central Districts) on or about Saturday, the 27th November. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" due to sail from St. John's on the 30th November and arrive at Liverpool on the 6th December, but any such correspondence endorsed "Via New York" will be forwarded for connexion with the S.S. "EUROPA" due to sail from New York on the 27th November and arrive at Southampton on the 2nd December.

TELEGRAPHS

Errors, Failures and Delays

For the month of October there were 24 errors, 2 delays and 5 lost messages. The offices involved were:—

Cases	Cases
Badger 1	Grand Bank 1
Bonavista 1	Grand Falls Station (Relief) 1
Bell Island 1	Hare Bay 1
Bonne Bay 1	LaScie 1
Botwood 1	Little Bay Islands (Relief) 1
Brigus 1	Norman's Cove 1
Burin 2	Pacquet 1
Campbellton 3	Placentia 3
Channel 1	St. Fintans 1
Corner Brook 4	St. John's 9
Eastport 1	Springdale 1
Forrester's Pt. 2	Topsail 3
Gambo (Relief) 1	Wesleyville 1
Glovertown 1	Whitbourne 1

Fines were imposed on the Postmasters at Badger and Bonne Bay for lost telegrams. Responsibility could not be definitely placed in the other cases of failure. The whole report for the month shows glaring cases of carelessness. Despite the repeated instructions given the indicator was dropped in several instances and in other cases careless mistakes were made such as transmitting an incorrect office or origin, etc.

This record is the worst for any month since the system of furnishing the staff with this information through the medium of the Post Office Circular was first introduced. It indicates a deterioration of service which reflects considerable discredit on the staff and the Department. The staff are urged to give this matter special attention in order to effect a much needed improvement in the quality of the service.

Traffic

The total number of paid telegrams for October was 42,099, of which 1,577 were sent by the Priority Service. The total for October 1936 was 38,252.

The number of service messages for October was 7,579 as compared with 8,146 for October 1936.

The number of D. H. messages for October was 2,035 as compared with 1,739 for October 1936.

Renewed attention is called to the necessity of using the service message and D. H. message system only in cases of emergency.

The public message service consisted of 10,648 words, which is the equivalent of 7,166 telegrams at the St. John's Head Office.

Closing of Seasonal Telegraph Office

The Seasonal Telegraph Office in the Railway Station at White's Road was closed as from the 6th November.

Domestic Count to Be Used for Figures in Telegrams to Labrador

The domestic count on telegrams to and from Labrador which comes into effect on the 1st January, 1938, as advised in the Post Office Circular of the 30th September, 1937, Page, 183, will be applicable by arrangements with the Canadian Public Works Department to Canadian Government Land-line offices in the Point Amour area.

ACCOUNTING

Official Registers to the Accountant and Cashier, G. P. O. St. John's, Not Properly Sealed

Envelopes supplied to Outport Offices for the transmission of remittances and accounts registered to Head Office are so designed as to provide space for the use of wax in sealing.

A large number of offices are not complying with regulations in this connexion, that is to say sealing wax is not used.

All Postmasters will see that in future sealing wax is used to seal registered covers addressed to the Accountant and Cashier, G. P. O. St. John's, and that the wax bears the impression of the official seal provided for each office.

Failure to observe this instruction will render the officer in fault liable to disciplinary action.

Stolen United States Postal Money Order Forms

The following U. S. A. Money Order forms have been reported stolen:—

Grafton, Ohio	Nos. 146839 to 147000 inclusive
Prestonville, Ky.	Nos. 7273 to 7400 inclusive
West Bedford, Ohio.	Nos. 7148 to 7290 inclusive
Valley Lee, Md.	Nos. 17224 to 17400 inclusive
Progress, W. Va.	Nos. 736 to 800 inclusive
Minneapolis (Sta. 29) Minn.	Nos. 45248 to 45400 inclusive

The above Money Orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January and page 58 of the Circular of the 11th February.

Stolen Canadian Postal Notes

The following Postal Notes are reported stolen from the Canadian Post Office of Beverly, Alberta:

X 1-990664-65	D 7-762591-95	I 7-110007-10	N 7-392486-90
D 7-564407-10	G 3-959842-45	N 7-098974-75	S17-501072-75
F 6-888561-65	L10-801866-70	R 8-605891-95	B 9-845444-45
L10-731587-90	R 8-493727-30	B 9-845441-42	F 6-601059-60
P12-891431-35	B 9-778180	E14-448726-30	H 5-948851-55
X 2-071161-65	E14-401095	H 5-760864-65	P12-714299-10

The above Postal Notes, if presented at a Newfoundland Post Office, must not be paid. Postmasters should follow the instructions given on page 183 of the Post Office Circular of the 30th September.

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POST OFFICE



CIRCULAR.

THURSDAY, 25th NOVEMBER, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENTS

Great Codroy.....Mr. A. J. Downey to be Postmaster and Telephone Attendant as from 1st November, 1937.
Woodstock.....Mrs. H. Fradsham to be Postmistress and Telephone Attendant as from 1st January, 1938.

PROMOTION

St. John's, G. P. O. Mr. Albert LeDrew, Letter Carrier at St. John's, to be Assorting Clerk as from 1st November, 1937.

VACANCY

Rose Blanche..... Messenger—Salary \$120. per annum. Applications will be received up to 15th December, 1937. Advertised locally.

CHANGE IN OFFICE STATUS

Cox's Cove.....As from the 10th October, 1937, the Post Office at Cox's Cove was converted to a Postal and Wireless Office in charge of Mr. Geo. Bragg. The repeating office for Cox's Cove is Bonne Bay and the call sign is "DX."

NEW POST OFFICES

Great Codroy.....A new Post Office was opened at Great Codroy on the 1st November last. The office deals with ordinary, registered and insured letters and parcel mails, but the nearest office for C.O.D. work and Money Order business is at Codroy. Telegraph facilities will be afforded at the new office by means of a telephone connexion with St. Andrew's.
Woodstock.....A new Post Office will be opened at Woodstock on the 1st January, 1938. The new office will deal with ordinary, registered and insured letters and parcel mails, but the nearest office for C.O.D. work and Money Order business will be Pacquet. Telegraph facilities will be afforded at the new office by means of a telephone connexion with LaScie.
(near Pacquet)

Closing of Seasonal Wireless Office at St. Juliens

The seasonal Wireless office at St. Juliens, which was opened on the 4th June, 1937 (See P. O. Circular 16th June, page 119), closed on the 16th November, 1937. Mails for St. Juliens during the Winter season will be handled by Mrs. C. Davis at St. Juliens.

Closing of Labrador Seasonal Offices

The seasonal Wireless office at Fishing Ships Harbour, Labrador, closed for the season on the 12th November, 1937. The Office at Hawks Harbour closed on the 22nd November.

List of Money Order Offices in Newfoundland

Postmasters should make the following correction in the list of Money Order Offices published in the Post Office Circular of the 18th February, 1937, pages 55 and 56.

Kelligrews shewn as a paying office only, to be shown as an issuing and paying office as from 1st November, 1937.

Statistics

Postmasters and Telephone Attendants are reminded that the statistical period ends on the 30th November and that the statistical reports should be returned addressed to the Statistical Officer as soon after that date as possible.

All officers concerned should take the greatest care possible in the preparation of Forms 1212, 1213 and 1214, and should follow closely the instructions given on page 190 of the Post Office Circular of the 14th October.

MAILS

Christmas Mails for Newfoundland Except St. John's

The latest times of posting in St. John's of mails addressed to various parts of Newfoundland in time for delivery by Christmas are as follows:—

- (a) **For Places on the Main Line of Railway including Bonavista Branch.**
Noon Tuesday, the 21st December.
- (b) **For Places on the Avalon Peninsula.**
9 a.m. Monday, 20th December, except Bell Island, which will be noon Thursday, 23rd December.
- (c) **For Places on the Straits of Bell Isle Route.**
By the first trip of the S.S. "NORTHERN RANGER" after the 1st December, closing date to be advertised.
- (d) **For Places on the S. W. Coast via S.S. GLENCOE.**
Noon Thursday, 9th December.
- (e) **For Places in Placentia Bay via S.S. HOME.**
9 pm. Saturday, 11th December.
- (f) **For Places in N. D. B. North and South via S.S. CLYDE**
Noon Tuesday, 14th December.
- (g) **For Places on the Fogo Service via S.S. SAGONA**
10 a.m. Saturday, 11th December.

The above particulars refer to mail matter of all kinds, (Letters, Cards and Printed Papers and Parcels).

In the event of serious interference with train and steamer service as a result of unfavourable weather conditions, mail posted "In time" on the basis of the above schedule may not actually be delivered until after 25th December.

Christmas Mails for Abroad

The latest times of posting in St. John's of mails addressed to the United States and Canada in time for delivery by Christmas are as follows:—

1. UNITED STATES.

(a) CENTRAL AND WESTERN STATES

Parcels—10 a.m. Friday, 26th November.

Letters, Cards and Printed Papers—9 p.m. Saturday, 11th December.

(b) EASTERN STATES

Parcels—10 a.m. Friday, 10th December.

Letters, Cards and Printed Papers—Noon Tuesday, 14th December.

2. CANADA.

(a) WESTERN PROVINCES

Parcels—10 a.m. Tuesday, 7th December.

Letters, Cards and Printed Papers—9 a.m. Saturday, 11th December.

(b) OTHER PROVINCES

Parcels—11 a.m. Thursday, 9th December.

Letters, Cards and Printed Papers—Noon Tuesday, 14th December.

In the event of serious interference with train and steamer services as a result of unfavourable weather conditions, mail posted "in time" on the basis of the above schedule may not actually be delivered until after the 25th December.

Foreign Mails

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 25th November. Delivery should be effected in Montreal and New York on or about Monday, the 29th November. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" due to sail from St. John's on the 30th November and arrive at Liverpool on the 6th December, but any such correspondence endorsed "Via New York" will be forwarded for despatch by the S.S. "QUEEN MARY" due to sail from New York on the 1st December and arrive at Southampton on the 6th December.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch same day, on Sunday, the 28th November. Delivery should be effected in Montreal and New York on or about the following Thursday. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" but any such correspondence endorsed "Via New York" will be forwarded for connexion with the S.S. "LAFAYETTE" due to sail from New York on the 4th December and reach England on the 11th December.

Correspondence for Great Britain, Canada, the U.S.A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday, the 30th November. Delivery should be effected in Montreal and New York (Central Districts) on or about Saturday, the 4th December. Correspondence for Great Britain and Transatlantic countries will be forwarded by the S.S. "NOVA SCOTIA" but any such correspondence endorsed "Via New York" will be forwarded for despatch by the S.S. "LAFAYETTE."

The parcel despatch by the S.S. "NOVA SCOTIA" will be the last despatch for guaranteed delivery in Great Britain and Transatlantic countries in time for Christmas.

TELEGRAPHS

Indicator for Full-paid Messages

Taking effect as from Saturday, the 20th November, the indicator "ORD" will be transmitted on full rate telegrams to the United States and Canada, as well as on Cables and Radiograms. In future all telegrams to the above named countries will bear the proper indicator "ORD", "N.L.", "D.L.", etc.

The sending and receiving operator will be held responsible for the correct transmission of the proper indicator. The dropping of the indicator has been found to be a common source of error on the part of operators, resulting in inconvenience and confusion in accounting. All officers concerned are, therefore, urged to give this matter their close attention for the future.

ACCOUNTING

Withdrawal of Coronation Stamps

All Coronation stamps will be withdrawn from sale at all offices at the close of business on the 31st December, 1937. Further instructions will be given as to how unsold stocks of these stamps are to be dealt with.

On the 1st January, 1938, the issue of stamps which was in force up to the time of the Coronation will be re-introduced with certain alterations in respect of the 2, 3, 4 and 7 cent denominations. It is not expected that these four denominations will be ready for supply to offices before the 1st February. In the meantime a re-issue will be made of the 2 cent and 3 cent stamps with the design of King George V and Queen Mary respectively. Until the new stamps are supplied offices should use two 2 cent stamps for the four cent postage and a five cent and 2 cent stamps for the seven cents postage.

Immediately on receipt of this Circular all offices having a stamp credit of \$30. or more should prepare a requisition and forward it to the Chief Accountant, G.P.O. St. John's, for the following denominations of stamps:—1, 2, 3, 5, 8, 10, 14, 15, 20, 24 and 25 cents. The requisition should be to the full and exact value of the stamp credit.

At offices where the stamp credit is less than \$30. the requisitions will be prepared at Headquarters.

Money Order Sterling Rate of Exchange

As from the 22nd November, 1937, the sterling rate of exchange for money orders drawn upon Great Britain and foreign countries, other than Canada and the U.S.A., was increased from \$5. to \$5.05 for issuing and from \$4.95 to \$5.00 for paying. The following conversion tables are to be used as and from the 22nd November:

Table H.—For Issuing.

Table G.—For Paying.

Special care must be taken to use the proper table.

The staff should also note that the conversion table "G" is to be used for paying British Postal Notes at their offices, i.e., the paying rate to be \$5. to the £1. British Postal Notes are issued only at the St. John's General Post Office, East End Branch Office and West End Branch Office, but they may be paid at all Money Order Offices.



POST OFFICE



CIRCULAR.

THURSDAY, 2nd DECEMBER, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENTS

Sunnyside, T.B. Mrs. Lilly Mercer to be Postmistress and Telephone Attendant as from 1st December, 1937.
 Port Blandford Mr. A. Stanford to be Postmaster and Telegraph Operator as from 1st December, 1937.
 St. Fintan's Mr. Jas. Pike to be Postmaster and Operator as from 15th November, 1937.

TRANSFERS

Argentia Mr. D. Ryan, Postmaster at Presque, to be Postmaster and Telegraph Operator at Argentia as from 1st December, 1937.

PROMOTION

St. John's Miss Dorothy Rees, Telephonist at the St. John's Head Office, to be Shorthand-Typist, attached to the Accounts Branch as from 1st October, 1937.

VACANCY

Presque Postmaster and Telephone Attendant. Salary \$72. per annum. Applications close 14th December, 1937. Advertised locally.

MAILS

Last Sailings for the Year of Coastal Steamers

Below are given the final sailings of Coastal Steamers for season, subject to ice conditions:—

GREEN BAY "CLYDE" will make last trip for season leaving Lewisporte Friday, December 24th.
 NOTRE DAME BAY "CLYDE" will leave Lewisporte Wednesday, December 29th, making regular ports, and will leave last port of call for St. John's direct.
 ST. JOHN'S-HUMBERMOUTH "NORTHERN RANGER" will leave St. John's on last trip for season on Wednesday, December 15th, and, if ice conditions permit, will return from Humbermouth northward, making ports of call to St. John's.
 FOGO "SAGONA" will leave St. John's on last trip for season on Wednesday, December 29th.

Foreign Mails

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 2nd December. Delivery should be effected in Montreal and New York on or about Monday, the 6th December. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "CARINTHIA" due

to sail from Halifax on the 6th December and arrive in England on the 12th December, but any such correspondence endorsed "Via New York" will be forwarded for connexion by the S.S. "NORMANDIE" due to sail from New York on the 8th December and arrive at Southampton on the 13th December.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 5th December. Delivery should be effected in Montreal and New York on or about the following Thursday. Correspondence for Great Britain and Transatlantic countries will be forwarded to Halifax for connexion with the S.S. "DUCHESS OF BEDFORD" due to sail on the 11th December and arrive in England on the 17th December, but any such correspondence endorsed "Via New York" will be forwarded for possible connexion with the S.S. "NORMANDIE."

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday, the 7th December. Delivery should be effected in Montreal and New York (Central Districts) on or about Saturday, the 11th December. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "DUCHESS OF BEDFORD" but any such correspondence endorsed "Via New York" will be forwarded to New York for connexion by fast steamer, the particulars of which have not yet been advised.

The connexion by the S.S. "DUCHESS OF BEDFORD" will be last despatch of correspondence for Great Britain for delivery in time for Christmas.

TELEGRAPHS

CHRISTMAS AND NEW YEARS GREETING SERVICE

Acceptance

Christmas and New Year Greeting Telegrams of fixed text will be accepted at all Postal, Telegraph and Telephone Offices throughout Newfoundland at special rates as from 9 a.m. 14th December to 6 p.m. 6th January, inclusive, for all parts of Newfoundland, Battle Harbour, Cartwright, Hopedale and Point Amour, Labrador, Great Britain, Canada, United States and Europe.

Messages of fixed text will not be accepted for Newfoundland points on 24th December, except those HANDED IN ON REPLY BLANKS or are genuine replies. This is absolutely essential in order to avoid last minute filing and to prevent heavy congestion of circuits on this date.

The seventeen prepared messages shown below are available to all the countries mentioned above:—

1. A Merry Christmas and a Happy New Year.
2. Very Merry Christmas to you, same old wish always new.
3. Best wishes for a Merry Christmas and a Happy New Year.
4. Love and best wishes for Christmas and the New Year.
5. Love and best wishes for Christmas and the New Year to all at home.
6. Love and best wishes for Christmas and the New Year from all at home.
7. A very Merry Christmas and Happy New Year to you and yours.
8. We all join in sending love and seasons greetings.
9. May Health and Happiness be yours at Christmas and throughout the New Year.
10. I wish I might be with you to wish you in person a Merry Christmas and a Happy New Year.
11. May your Christmas be a merry one and the New Year happy and prosperous.
12. Many thanks for your good wishes, reciprocate heartily.
13. Best wishes for a Happy and Successful New Year.
14. Wishing you all good cheer, Merry Christmas and Happy New Year.
15. Your good wishes are heartily reciprocated. May the New Year bring you all prosperity.
16. To our friends overseas we send best wishes for a Merry Christmas and a Happy and successful New Year.

17. At this festive season we would express appreciation of the cordial relations between us and extend to you best wishes for Christmas and the New Year.

The signature is limited to three words.

Telegrams with fixed text should carry the indicator GTC, followed by the number of the message selected in place of the check.

The date and time of acceptance should be noted on the office copy at the filing office, but should not be transmitted on messages destined to Newfoundland points.

Fixed text messages for Labrador and other external points will shew the date for checking purposes but not the filing time.

In addition to English, other languages are authorised for use in such messages. Where it is requested that a message be delivered in some language other than English the sender's choice of language will be shewn before the number of the message selected thus "French 4" or "Italian 6".

Messages for Great Britain and Ireland must carry full mailing addresses. Such messages will be mailed from the nearest cable office.

Greeting messages of sender's own composition will be accepted at full rate for points in Newfoundland and Labrador.

Messages of sender's own composition will be accepted at all Postal offices for points in Great Britain, Canada, the United States and practically all parts of the World at the special rates shewn elsewhere.

These messages will bear the indicator XLT as the first word in the address and will be counted and charged for accordingly.

Transmission

There will be no artificial delay to Greeting Messages which should be sent in order of acceptance as far as possible.

While every effort will be made to expedite this class of message so that delivery will be made on or before the appropriate holiday full paid traffic and commercial messages serving business interests must not be subordinated to it.

The filing time and date shewn on the office copy at the point of origin will not be transmitted on Newfoundland messages, but the date will be transmitted on messages for Labrador and places outside Newfoundland for checking purposes.

Delivery

Special forms and envelopes have been mailed to all Post Offices, Telegraph and Telephone Offices throughout Newfoundland which must be used in the delivery of greeting messages.

It is the Department's aim as far as possible to deliver every greeting message on a special greetings form. If any office uses up its supply of forms it must use ordinary telegraph forms.

Messages should be typed at offices where there are typewriters. Where typewriters are not available the message should be written in ink in plain, neat handwriting. Messages must not be delivered written in pencil.

Miscellaneous

For checking purposes messages of fixed text handed in on any date up to and including 24th December will be treated as if filed on 24th December. Those filed between 25th December and 31st December inclusive, will be checked on 31st December. Those filed between 1st January to 6th January inclusive will be checked as if filed on the latter date.

To provide for the anticipated increase of traffic 10% more forms have been mailed to the different offices than was used last year, but if any office is short the forms left over from last year should be used.

Posters advertising the greeting service have been mailed to all offices. Larger offices have been supplied with extra copies to be distributed to the Hospitals, Hotels and business places.

Christmas and New Year Rates

Fixed Text Messages

Between all points in Newfoundland	15 cent
To Point Amour, Battle Harbour, Cartwright and Hopedale (Labrador)	30 "
To all points in the United States	65 "
To Ontario and points East of Ontario (Canada)	65 "
To Manitoba and points West of Manitoba (Canada)	80 "
To Great Britain, Ireland, France and other European countries	\$1.10

Messages of Sender's Own Composition

Messages of sender's own composition to Great Britain, Ireland and all parts of the British Empire except Canada, ten word minimum, in which the indicator XLT address and signature is counted, 80 cents and 7 cents for each additional word.

To practically all countries in Europe, Asia, Africa, etc., at one third the respective full rate at a ten word minimum, including the indicator, address and signature.

NOTE: For such messages of more than ten words the cost will be computed by multiplying the number of words by the full (ordinary) rate and dividing the result by three. If fractions of $\frac{1}{3}$ or $\frac{2}{3}$ result they should be rounded up to the next whole cent.

To all points in the United States fifteen word minimum, 80 cents and 4 cents for each additional word. The indicator, address and signature are not counted.

The ten cent Government tax is included in the rates quoted above to external points.

ACCOUNTING

Withdrawal of Coronation Stamps—Instructions to Money Order Offices

As stated on Page 216 of the Post Office Circular of the 25th November, 1937, all Coronation Stamps are to be withdrawn from sale at the close of business on the 31st December, 1937. After the office has been closed to the public on that day the Postmaster must collect together all the Coronation Stamps in his office and make out in duplicate a list shewing the number and value of each denomination and the total value of the stamps. One copy of the list must be enclosed with the stamps in a registered envelope addressed to "The Accountant (Stamps) G. P. O. St. John's." The other copy of the list must be kept on file. The Postmaster must then enter the particulars on the CREDITS side of the STAMP ACCOUNT BOOK as follows:—

- In Column (24) the date—December 31st.
- " " (25) the words "Stamps returned to Chief Accountant."
- " " (26) the value of the stamps returned.

When the General Report for Head Office is being prepared the Postmaster must take credit for the stamps returned at item (30). (See Accounting Circular No. D 1, Paragraphs B6 and B 8 (d) on pages 2 and 3 respectively).

The Postmaster must then remit to the Cashier the amount of cash which will bring his Stamp Balance down to the authorised credit limit.

NOTE: This instruction applies only to Money Order Offices. Non-Money Order Office are being sent special instructions by letter.

POST OFFICE



CIRCULAR

THURSDAY, 9th DECEMBER, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

CHRISTMAS AND NEW YEAR PRESSURE PERIOD

The work of the Post Office is approaching the period of maximum pressure on account of Christmas traffic and it is expected that the volume of mails and the work in connexion with the telegraph greetings service this year will be heavier than ever.

It was my pleasant duty last year to congratulate the Staff on the way all ranks rose to the occasion and disposed to the public satisfaction of the great amount of work which was put upon them. In asking for a renewal of that effort this year I feel confident that all ranks of the Staff will respond to the best of their ability.

—SECRETARY.

Sentence for Theft of a Post Letter

Thomas Dornady of St. John's, a person not in the employ of the Post Office, was charged before the Magistrate's Court on the 19th November with the theft of a post letter. He was convicted and fined \$25. or 30 days and in addition was ordered to pay \$20. compensation or serve an extra 30 days.

APPOINTMENTS

Baie Verte Miss Marie Batstone to be Postmistress and Telephone Attendant as from 1st January, 1938.

RETIREMENT

Aquaforte Mrs. Sarah J. Windsor, Postmistress and Telephone Attendant, having reached the age limit, will retire on the 31st December, 1937. Salary \$60. per annum. Applications close 28th December, 1937.

OFFICE CLOSED

Three Arms The Post and Telephone Office at Three Arms, N.D.B., closed for business on the 2nd December, 1937. Mails for Three Arms will in future circulate via Harry's Harbour.

OFFICE TO BE OPENED

Baie Verte A Post Office will be opened at Baie Verte on the 1st January, 1938. This office will handle all types of Postal business except Money Order and C.O.D. business. Telegraph facilities will be afforded the new office by means of telephone connexion with Nipper's Harbour.

Change of Location of Offices

On the 1st December, 1937, the Post Office work was transferred from the Railway Station at **Argentia** to the building owned by Mr. Michael Healey. Mr. Denis Ryan has been appointed Postmaster.

On the 1st December, 1937, the Post Office work was transferred from the Railway Station at **Port Blandford** to the old Post Office building. Mr. Abram Stanford has been appointed Postmaster.

On the 15th November, 1937, the Post Office work was transferred from the Railway Station at **St. Fintan's** to a building owned by Mr. Francis Gaultois. Mr. Jas. Pike has been appointed Postmaster.

Postal, Money Order, C. O. D. and Telegraph facilities are available at these three offices.

List of Money Order Offices in Newfoundland

Postmasters should note the following corrections in the List of Money Order Offices published in the Post Office Circular of the 18th February, 1937, pages 55 and 56: **St. Fintan's**, **Argentia** and **Port Blandford** shewn as paying offices only, to be shewn as issuing and paying offices.

Cox's Cove to be added to the list as a Money Order Office.

MAILS

Winter Courier Services

The Winter courier services indicated below will commence on the cessation of the coastal steamer services. Unless otherwise advised the first despatch from **St. John's** will be made on Monday, the 3rd January, 1938.

The **St. John's** Head Office, the **North Sydney** Assorting Office and the **T. P. O.** will despatch sealed bags to the distribution points as numbered below.

Each distribution point will assort and make up sealed bags for the Offices it is due to serve.

DEER LAKE TO ST. ANTHONY, RALEIGH AND ENGLEE

1. Bonne Bay to include Birchy Head, Trout River and Chimney Cove.
2. Lomond to include Stanleyville.
3. Norris' Point to include all points to Parsons Pond (exclusive).
4. Parsons Pond to include all points to Bellburns (exclusive).
5. Bellburns to include all points to Port aux Choix (exclusive).
6. Port aux Choix to include all points to Brig Bay (exclusive).
7. Brig Bay to include all points to Flower's Cove (exclusive).
8. Flower's Cove to include Eddy's Cove and Cock's Harbour (inclusive).
9. St. Anthony to include all points North to Raleigh (inclusive).
10. St. Anthony's Mission (all registered, C.O.D. insured and dutiable mail to be assorted to St. Anthony).
11. Lock's Cove to include Ireland Bight, St. Juliens and Fishot.
12. Conche to include parcels and papers only for Englee, Canada Bay, Canada Harbour, Groais Island, Croque, Crouse and Pillers Bight.

MCGREGOR TO HAMPDEN AND ENGLEE

1. Hampden to include all points to Hooping Harbour, but letters only will be despatched via this route for Canada Harbour and Canada Bay.
2. Englee to include Conche and Groais Island (letters only).

VIA BADGER

1. Badger forward to include Sunday Cove Island, Port Anson, Wainwright's Cove, Miles Cove and Roberts Arm.
2. Springdale to include Boat Harbour, Mansfield Cove, Woodford's Arm, Mill Bay and Paddick's Bight.

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3. Pilley's Island to include all points to Triton and Brighton, Long Island and Badger's Quay.
4. Little Bay.
5. Little Bay Islands.
6. King's Point to include Rattling Brook, Jackson's Cove and Harry's Harbour.
7. Burlington to include all points to Fleur de Lys including Baie Verte.
8. Nipper's Harbour to include all points to Pacquet including Woodstock.
9. Tilt Cove to include all points to Shoe Cove (inclusive).
10. LaScie to include Horse Islands and points to Brent's Cove (inclusive).
11. Seal Cove to include Westport and Western Arm.

Newfoundland Labrador

By agreement with the Canadian Postal Administration the following arrangements have been made for service to Newfoundland Labrador:—

1. The Canadian winter courier service will terminate at Blanc Sablon and the Newfoundland winter service will start from there.
2. All mail for Newfoundland Labrador will be enclosed in sealed bags labelled "Forteau."
3. Forteau will be considered the Office of Exchange for all Canadian parcel mail to and from Newfoundland Labrador as from the 1st December to the 30th April.
4. From the 1st May to the 30th November the Office of Exchange for all Canadian parcel mail to and from Newfoundland Labrador will be St. John's, Newfoundland.

Advice of Reception Service for Registered Correspondence and Insured Parcels

An Advice of Reception service has been established for Registered correspondence and insured parcels. By this service the sender of a register or an insured parcel can obtain the signature of the addressee or of the delivering officer as proof of delivery. A supply of pink Advice of Reception cards (Form 1295) for this purpose is being sent to all offices. The following instructions must be closely observed:

Office of Despatch

- (1) When the sender of a register or an insured parcel asks for an Advice of Reception he should be given one of these pink cards and requested to write his own name and address on the front of the card in the space provided.
- (2) The officer accepting the register or insured parcel should enter also on the front of the card and in the space provided the number, office of posting, date, name of the sender and name and address of the addressee. A clear impression of the date-stamp of the office of posting must be made on the front of the card.
- (3) A fee of 5 cents for the service should be collected from the sender and affixed in stamps to the register or insured parcel. This fee applies to the internal and international services.
- (4) The letters "A.R." must be written on the left hand side of the usual receipt form given to the sender. These letters must also be clearly marked on the front of the register or insured parcel.
- (5) The card must be securely attached to the register by a wire clip or with string, but care should be taken to see that the cover is not damaged. In the case of an insured parcel the card must be forwarded with the bill covering the despatch of the parcel concerned.

Travelling Post Offices

- (1) Travelling Post Offices receiving registers and insured parcels with Advice of Reception cards must examine the items and the cards to see that the foregoing instructions have been duly observed. If a register or an insured parcel is received bearing the letters "A. R." and without a relative card, a report, giving all necessary particulars, should be made by post immediately to the Headpostmaster, St. John's, but the register or insured parcel must not be delayed in transmission on this account.

- (2) Travelling Post Offices making despatches of registers to St. John's General Post Office, Port-aux-Basques-North Sydney T. P. O., or any office in Newfoundland should see that any register to which an Advice of Reception card has been provided goes forward with the card securely attached to the register by a wire clip.
- (3) In the case of despatches of insured parcels, Travelling Post Offices should see that all Advice of Reception cards are forwarded with the bills covering the despatches of those parcels.

Offices of Reception

- (1) When a register or an insured parcel is received with an Advice of Reception card the Postmaster should write the letters "A.R." against the relative entry in the office records.
- (2) When a register or an insured parcel for which there is an Advice of Reception card is tendered for delivery the addressee should be asked to sign in the space provided on the back of the card. It must be understood, of course, that this signature is for the convenience of the sender and the addressee must also sign the usual official form of receipt for the purpose of the office records. If the addressee refuses to sign the Advice of Reception card, delivery of the article must not be refused but the Postmaster should write on the back of the card "Addressee refuses signature."
- (3) The officer delivering the register or insured parcel must sign his name in the space provided on the back of the card and stamp it with a clear impression of the date stamp of his office.
- (4) The Advice of Reception card must be returned to the sender of the register or insured parcel by first mail after the relative article has been delivered to the addressee. The card is to be treated as a registered article by the office returning it, by the Travelling Post Office and by the office delivering it to the sender and the usual procedure and records maintained for registered articles must be followed in the case of these cards. The registration number should be written on the front of the card.

Procedure When Sender Enquires About a Register or an Insured Parcel After Date of Posting

If at any time after the date of posting the sender of a register or an insured parcel makes enquiry with regard to the delivery of same and desires the Department to make an investigation, the following procedure should be observed:

- (1) The sender should be given an Advice of Reception Card and asked to fill in his name and address on the front in the space provided.
- (2) A fee of 5 cents should be collected from the sender and a stamp of this value given in exchange which the sender should affix to an official memorandum form and hand back to the Postmaster who should cancel the stamp with a clear impression of the office date-stamp.
- (3) The Postmaster should enter on the front of the Advice of Reception Card the particulars of the register or insured parcel and should write on the memorandum form the particulars of despatch of the article from his office, e.g., "Register No. 264 despatched from Heart's Content on 22nd June, 1937, to N.N.W. Railway via Whitbourne Letter bill No. 62."
- (4) The Advice of Reception Card and the memorandum form should be despatched together in an envelope addressed to the Director of Posts, St. John's.
- (5) The Director of Posts will forward the card in an envelope addressed to the Postmaster of the office of delivery and request him to obtain the signature of the addressee of the register or insured parcel and to sign his name on the card as evidence of delivery. The Postmaster of the office of delivery will then return the card in an envelope addressed to the Director of Posts who will forward it to the sender of the article concerned.

- (6) If the Postmaster of the office of delivery cannot prove delivery of the register or insured parcel he should make an immediate report accordingly to the Director of Posts and return the card to him.
- (7) Postmasters must clearly understand that with the introduction of this system it is strictly forbidden for Deadhead telegrams to be sent on enquiries with regard to registers or insured parcels. If the sender desires a telegram of enquiry to be sent he should be required to pay for it. Following receipt of these instructions Postmasters will be charged with the cost of Deadhead telegrams for which they may be responsible in this connexion.

Postmasters should take steps to bring the Advice of Reception Service to the notice of the public but without incurring expense thereby.

Foreign Mails

Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Thursday, the 9th December. Delivery should be effected in Montreal and New York on or about Monday, the 13th December. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "ATHENIA" due to sail from Halifax on the 12th December and arrive at Liverpool on the 21st December, but any such correspondence endorsed "Via New York" will be forwarded for connexion with the S.S. "QUEEN MARY" due to sail from New York on the 15th December and arrive at Southampton on the 20th December.

Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch same day, on Sunday, the 12th December. Delivery should be effected in Montreal and New York on or about the following Thursday. Correspondence for Great Britain and Transatlantic countries will be forwarded to Halifax for connexion with the S.S. "DUCHESS OF RICHMOND" due to sail on the 15th December and arrive in England on the 22nd December, but any such correspondence endorsed "Via New York" will be forwarded for connexion with the S.S. "EUROPA" due to sail on the 16th December and arrive at Southampton on the 21st December.

Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Tuesday, the 14th December. Delivery should be effected in Montreal and New York (Central Districts) on or about Saturday, the 18th December. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "ASCANIA" due to sail from Halifax on the 18th December and arrive in England on the 26th December, but any such correspondence endorsed "Via New York" will be forwarded for connexion with the S.S. "AMERICAN IMPORTER" due to sail from New York on the 18th December and arrive at Liverpool on the 27th December.

Reduction of Rates for United States Foreign Air Mail Services

Certain reductions in air mail rates for correspondence forwarded by the United States Foreign Air Mail Services have been advised by the United States Postal Administration.

Routes Serving the Republic of Central America, the West Indies and South America. The rates given on page 75 of the Post Office Circular of the 25th March, 1937, should be cancelled so far as services to these countries are concerned and should be substituted by the rates given in the list below.

It should be observed that these rates represent Air postage only. The ordinary postage is due to be paid in addition.

9th December, 1957

For	Cents per half ounce
Alto, 1	15
B. 1000	10
Cuba, 1	10
Haiti	10
Dominican Republic	10
Virgin Islands, British	10
Jamaica	10
Guatemala	12
Honduras, British	12
Honduras, Republic, 1	12
El Salvador	12
Nicaragua	12
Costa Rica	15
Canal Zone	15
Panama	15
Leeward Islands	15
Guadeloupe	15
Martinique	15
Windward Islands	15
Barbados	15
Trinidad	15
Venezuela, 2	25
Dutch West Indies, 3	
Curacao, Aruba and Bonaire	25
Saba, St. Eustatius and St. Martin	10
Guianas (British, Dutch and French)	36
Guatemala	30
Peru	3
Bolivia	30
Chile	40
Argentina	40
Brazil	40
Paraguay	40
Uruguay	40
Colombia	

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The rates on articles to be carried between the United States and Puerto Rico, Virgin Islands, and the United States Naval Station at Guantanamo Bay, Cuba, or between any of such points, remain at 10 cents per half ounce.

1. Includes service over the domestic air mail routes of the country of destination when advantageous.

2. Does not include service over the domestic air mail routes of Venezuela. The charge for this service is 15 cents per half ounce. The domestic service extends from Maracaibo to Coro, Maracay, Ciudad Bolivar, and Tumeremo.

3. Includes service over the K.L.M. air mail route from Venezuela to Curacao and Aruba.

The rates for those countries served by the Trans-Pacific Air Service remain as shown in the Circular of the 25th March.

ACCOUNTING

Errors in Money Orders

Contrary to instructions contained on Page 175 of the Post Office Circular, 16th September 1937, and printed on the back of the Money Orders, the following offices are known to be still issuing mutilated orders:—

Coachman's Cove

Milltown

Little Bay

Port Rexton

Milton

Seal Cove, W.B.

The following offices are still neglecting to detach the advice of Money Orders drawn on England, thereby causing a delay in payment, as well as considerable trouble to the Accounts Branch:—

Bonavista

Harbour Main

Botwood

Heart's Content

Britannia

Lewisporte

Cartwright

Petty Harbour

Flower's Cove

Point Leamington

Glovertown

Trinity, T.B.

Stolen Canadian Postal Money Order Forms

The following Canadian Postal Money Order Forms have been reported stolen:—

Turner Valley, Alberta Nos. 8938—17731

Boonyville, Alberta Nos. 8112—02452

Toronto Sub Post Office, No. 66, Ontario Nos. 1006—1200 inclusive

Stolen United States Postal Money Order Forms

The following U. S. A. Postal Money Order Forms are reported stolen:—

Cane River, N.C. Nos. 10991—10995 inclusive

The above Money Orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on Page 31 of the Post Office Circular of the 7th January and Page 58 of the Circular of the 11th February.



9th December, 1937

Failure to Account for Cash Received for Money Orders

It has come to notice that certain offices have been issuing Money Orders and omitting the records from their accounts; neither have they been showing a surplus of cash on this account.

This is a serious matter and any Postmaster guilty in this respect will render himself liable to prosecution under the Post Office Act.

POST OFFICE



CIRCULAR.

THURSDAY, 16th DECEMBER, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

VACANCIES

Curling Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to the 21st December, 1937, for the position of Postmaster at Curling. Salary \$720. per annum. Morse Telegraph qualifications are essential. Applicants should state names in full, date of birth, educational qualifications, whether married or single, departmental experience and the names of two persons outside the service to whom application may be made with reference to character. The successful applicant will be required to furnish certificate of medical fitness. Candidates in the Service must offer themselves through their immediate superior officers.

This vacancy was advised to all offices by Telegraph on the 13th December and in view of short notice applications will be received by telegraph from distant offices.

December Salaries and Pensions.

Cheques in payment of December salaries and pensions will be issued on the 17th December instead of the last day of the month. In the case of certain Outposts, where the mail connexions from St. Johns are infrequent, cheques will be issued before the 17th.

Corrections in Last Week's Post Office Circular

Page 222 **Via Badger 2**—Should read (2) Springdale to include Boat Harbour, Mansfield Cove, Woodford's 'Arm, Hall's Bay and Paddick's Bight.

Pages 223 **Via Badger 3**—Should read (3) Pilley's Island to include all points to Triton and Brighton, Long Island and Badger's Bay.

Page 226—Air Mail rate for Peru should read 30 cents per half ounce.

MAILS

Christmas Mails

Latest posting dates at the St. John's General, East and West End Post Offices for delivery in the City of St. John's on or before the 24th December, 1937:

PARCELS—12 Midnight, Wednesday, 22nd December.

LETTERS, CARDS AND PRINTED PAPERS—12 Midnight Thursday, 23rd December.

NOTE. An official will be on duty at the St. John's General Post Office from 6 p.m. to midnight on Wednesday and Thursday, the 22nd and 23rd December for the purpose of selling Postage Stamp.

Mail Couriers' Contracts

Sections four and seven of the Contracts read:—

- (4) The Contractor shall be personally liable for the safe custody of all mail bags and mail packages of every description handed to him for the purpose of conveyance and he shall protect the said mail bags and mail packages from handling by unauthorised persons and he shall provide proper and sufficient coverings for the protection of the said mail bags and mail packages against damage by water and weather conditions.
- (7) In the event of the Contractor being unable to carry by his ordinary means of conveyance all the mail offered for any trip the Contractor shall provide at his own expense additional means of conveyance for such surplus mail. Such surplus mail shall be carried at the same time as the regular mail for the trip in question.

It is the duty of all Postmasters to see that Couriers are carrying out these sections of their contracts. Any breach of same should be reported to the Director of Postal Services.

Winter Courier Services

Unless otherwise advised the first despatches of the Winter courier service indicated below will be made on Monday, the 3rd January, 1938.

The St. John's Head Office, the North Sydney Assorting Office and the T. P. O. will make up sealed bags for the distribution points as numbered.

Each distribution point will assort and make up sealed bags for the offices which it is due to serve.

Via Bishop's Falls and Botwood

1. Point Leamington to include all points to Leading Ticks (inclusive).
2. Fortune Harbour to include Fleury's Bight, Waldron's Cove and Webber's Cove.

Via Norris' Arm. First Despatch Friday, 7th January, 1938

1. Norris' Arm to include Laurenceton and Burnt Arm.

Via Lewisporte, N. D. Bay South and Fogo District

1. Lewisporte Railway to include Farmers Arm, Beaver Cove, Horwood, Carter's Cove, Summerford, Boyd's Cove, Port Albert, Salt Pans (Friday's Bay) Comfort Cove, Newstead, Strong's Island.
2. Lewisporte to include Brown's Arm, Embree (Salt Pond), Standhope (Scissors Cove) Little Burnt Bay.
3. Loon Bay to include Birchy Bay.
4. Campbellton to include Michael's Harbour.
5. Exploits to include Swan Harbour, Samson's Island, Black Island and Kier's Cove.
6. Moreton's Harbour to include Tizzard's Harbour, Western Head, Cottles Island Trump Island, Whale Gulch and Brideport.
7. Twillingate to include all points on Twillingate Islands.
8. Herring Neck to include Pike's Arm, Cobb's Arm, Green Cove, Too Good Arm, Salt Harbour, Merritt's Harbour, Lock's Arm and Indian Cove.
9. Change Islands.
10. Seldom Come By to include Indian Islands, Stag Harbour, Perry's Island and Cain Island.
11. Joe Batt's Arm to include Barr'd Island.
12. Fogo to include the whole Fogo Island except places included in 10 and 11
13. Gander Bay to include Man Point, Main Point, Fredericton and Clarke's Harbour.
14. Carmanville to include Noggin Cove, Ladle Cove, Apsey Cove, Alder Harbour and Rocky Harbour.
15. Musgrave Harbour to include Penguin Island, Peckford's Island, Wadnam, Dutton Cove and Ragged Harbour.

Via Gambo

1. Gambo to include Middle Brook and Dark Cove.
2. Hare Bay to include Wellington.
3. Wareham to include S. W. Arm Indian Bay.
4. Trinity, B.B.
5. Fair Islands to include Deer Island, Bragg's Island, Green Island, Sidney Cove, Silver Hare Islands, Burnt Island.
6. Safe Harbour to include S. W. Arm, Newport, Shambler's Cove, Port Nelson.
7. Badger's Quay to include Valleyfield, S. W. Island, Tinker's Island, Pool's Island, Cross Cove.
8. Wesleyville to include all points to Newtown (exclusive).
9. Newtown to include all points to Lumsden (exclusive).
10. Greenspond to include Puffin Island, Newell's Cove, Ehip Island.
11. Lumsden to include Lumsden North and South, Deadman's Bay and Northern Cove.

Via Alexander Bay Station

1. Eastport to include St. Chad's, Burnside, Hollett's Cove, Salvage Bay, Sandy Cove and Happy Adventure.
2. Salvage to include Little Denier, Bishop's Harbour and Sailor's Island.
3. Flat Islands to include Coward's Island and North Island.
4. St. Brendan's to include Shalloway Cove.
5. Gooseberry Island.

Via Port Blandford

Port Blandford to include Bunyan's Cove and Charlottetown

Foreign Mails

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Thursday, the 16th December. Delivery should be effected in Montreal and New York on or about Monday, the 20th December. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" due to sail from St. John's on the 21st December and arrive at Liverpool on the 27th December, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "AQUATANIA" due to sail from New York on the 23rd December and arrive at Southampton on the 29th December.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch same day, on Sunday, the 19th December. Delivery should be effected in Montreal and New York on or about the following Thursday. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "AQUATANIA."

Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Tuesday, the 21st December. Delivery should be effected in Montreal and New York (Central Districts) on or about Saturday, the 25th December. Correspondence for Great Britain and Transatlantic countries will be forwarded by the S.S. "NEWFOUNDLAND" but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "NOR-
MANDIE" due to sail from New York on the 26th December and arrive at Southampton on the 31st December.

TELEGRAPHS

Errors, Failures and Delays

For the month of November there were 16 errors, 1 delay and 3 failures. 9 errors were made on the telephone system. The following offices were responsible:

Cases	Cases
Alder Harbour—Phone 1	Newtown 1
Blaketown—Phone 1	Old Shop—Phone 1
Botwood 1	LaSalle 1
Botwood—Relief Operator 2	Placentia 1
Campbellton 1	Princeton 1
Carmanville—Phone 1	Point Leamington—Phone 1
Gambo 1	Red Island 1
Harbour Grace 1	St. John's 4
Manuels—Phone 1	St. John's—Phonogram 1
Milltown—Phone 1	Topsail 1
Humbermouth—Phone 1	

Fines of 50 cents were imposed against Mr. S. J. Ivany, St. John's; Mr. F. G. Ford, Placentia; Mr. J. Kearley, Campbellton, for failure to verify figures.

This report is an improvement upon last month but the number of failures is still too high to warrant describing the service as satisfactory. The Staff should note that the loss of a telegram is an inexcusable failure of service and all the Staff concerned are expected to take every precaution to avoid errors of this description in future.

Correction—With reference to the four errors recorded against Corner Brook in October it should have been noted that the relief operator was involved and not any member of the regular staff.

Traffic

The total number of paid telegrams for November was 41,956, of which 1,650 were sent by the Priority Service. The total for November 1936 was 34,487.

The number of service messages for November was 6,281 as compared with 5,677 in November 1936.

The number of D.H. messages for November was 1,464 as compared with 1,027 for November 1936.

Renewed attention is called to the necessity of using the service message and D.H. message system only in cases of emergency.

The public message service consisted of 8,949 words, which is the equivalent of 5.961 telegrams at the St. John's Head Office.

Storage Batteries and Delco Chargers

The attention of all offices at which storage batteries and Delco chargers have been installed is directed to pages 207 and 208 of the Post Office Circular, dated the 11th November, 1937. The instructions should be read again and care should be taken to see that batteries are only filled with water immediately before charging and that batteries are kept charged during frosty weather by giving them a short charge before the staff leave the office on cold nights, Saturday nights or the eve of whole holidays. Officers should be sure that oil in the base of the engine is changed as set forth in instruction book and that the engine is never started without making sure base is full of oil.

Requisitioning for Stores

Renewed attention is drawn to the instructions on page 103 of the Post Office Circular of the 13th May, 1937.

Requisitions for stores must shew the quantity required, DESCRIPTION and the form number.

In ordering batteries the number of a definite type required should be stated, e.g. "1 set of 3 Transmitting tubes," "1 A. Battery, 5 B. Batteries"

POST OFFICE



CIRCULAR.

THURSDAY, 23rd DECEMBER, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

Greetings

The Secretary, the Headquarters Staff of the Department and the Staff of the General Post Office and the Head Telegraph Office, St. John's, send Christmas Greetings and Best Wishes for a Happy and Successful New Year to all the Staff in the Outport Offices.

Obituary

The Department regrets to announce the death of Mr. William Ryan, Telegraphist of the St. John's Head Telegraph Office. Mr. Ryan was accidentally drowned in Rennie's River, St. John's, on or about the 8th December.

He was a competent and reliable official and had been in the Department's service since 1928. Previous to that he had been employed as a Telegraph-Operator with the Canadian Pacific Railway.

VACANCIES

St. John's Head Telegraph Office: Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to the 22nd December, 1937, for the post of Male Telegraphist. Salary scale \$700-40-900-50-1250. Candidates must be expert Morse Telegraphists. Applicants must state names in full, date of birth, educational qualifications, whether married or single, departmental experience and the names of two persons outside the service to whom application may be made with reference to character. The successful applicant will be required to furnish certificate of medical fitness. Candidates in the service must offer themselves through their immediate superior officers. This vacancy was advised to all offices by Telegraph on the 15th December and in view of short notice candidates at distant offices were given authority to send in their applications by telegraph.

APPOINTMENTS

Rose Blanche ... Mr. Austin Vatcher to be Messenger as from the 18th December, 1937.

Presque ... Mr. Michael P. Ryan to be Postmaster and Telephone Attendant as from the 18th December, 1937.

Kings Point ... Mrs. L. Burt to be Postmistress and Telephone Attendant as from the 20th December, 1937.



DISCIPLINARY MEASURES

- St. John's Head Post Office Mr. A. Bradbrook has been fined fifty cents (50c.) for failure to properly identify a person presenting a money order for payment.
- Burin North Mr. Llewellyn Vallis, Postmaster, has been charged five dollars, seventy-five cents (\$5.75), one half the value of \$11.50 in twenty-five cent stamps which were despatched to his office and claimed by him not received. Mr. Vallis failed to notify the Chief Accountant by telegraph of the non-receipt of the stamps in accordance with the instructions given on page 48 of the Post Office Circular of the 4th February.
- St. Anthony Mr. H. Milley, Postmaster, overstayed his annual leave without permission, reporting for duty on the 21st instead of the 8th October, 1937. Pay for the period 8th to the 20th October inclusive has been withheld.

Expenditure Orders

Postmasters must be sure when certifying or making out a bill that the Expenditure Order No. authorising the expenditure is quoted. Should a Postmaster receive instructions involving the expenditure of Departmental funds in which no Expenditure Order No. is quoted, he should wire the official issuing the instructions to quote the Expenditure Order No.

MAILS

Alterations in Main Line Train Services

As from the 3rd January next the existing schedule of three main line trains each week will be superseded by the usual Winter schedule of two trains each week leaving St. John's at 5 p.m. on Mondays and Thursdays respectively.

Postmasters of Outport Offices along the main line of Railway should get in touch with the Railway Agents and find out the movement of trains so as to adjust their despatches in accordance with the new schedule.

Postmasters of offices away from the main line of Railway will be served by Winter courier services commencing on the 3rd January, particulars of which have already been sent to them.

All Postmasters should take steps to advise the public of the altered times of mail arrivals and despatches.

Foreign Mails

Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Thursday, the 23rd December. Delivery should be effected in Montreal and New York on or about Monday, the 27th December. Correspondence for Great Britain and Transatlantic countries will connect at Halifax with the S.S. "AURANIA" due to sail on the 26th December and arrive at Glasgow on the 2nd January, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "NEW YORK" due to sail on the 29th December and arrive at Southampton on the 6th January.

Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch same day, on Sunday, the 26th December. Delivery should be effected in Montreal and New York on or about

23rd December, 1937

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the following Thursday. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "MONTCLARE" due to sail from Halifax on the 1st January and arrive at Plymouth on the 8th January, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "AMERICAN TRADER" due to sail from New York on the 31st December and arrive at Plymouth on the 9th January.

Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 pm.) for despatch same day, on Tuesday, the 28th December. Delivery should be effected in Montreal and New York (Central Districts) on or about Saturday, the 1st January. Correspondence for Great Britain and Transatlantic countries will connect at Halifax with the S.S. "MONTCLARE" but any letters endorsed "Via New York" will be forwarded for connexion by fast steamer, the particulars of which have not yet been advised.

Students' Exercises Acceptable at Commercial Paper Rate

With reference to the item appearing in the Post Office Circular, dated Thursday, 23rd September, 1937, Page 177, under the above heading, it should be noted that the Commercial paper rate applies not only to Canada and the United States but also to Great Britain and any other country.

This amplification of the original instruction is necessary in view of the fact that enquiries have been received from certain offices with reference to Newfoundland students' exercises posted in Newfoundland for delivery in Great Britain.

TELEGRAPHS

Delivery of Telegrams to Coastal Steamers

In the delivery of telegrams to Coastal Steamers arriving after office hours, or where the ship does not call at a pier, regulations governing the delivery of telegrams to points where the Department has no telephone office, as directed in Secretary's Circular No. 54, should apply.

Telegrams should be enclosed in a covering envelope bearing the number and date of the enclosed telegram addressed to the Mail Clerk and treated as a registered package. The Mail Clerk should sign the accompanying letter bill, obtain receipt from the addressee if on board, and return both bill and receipt to the despatching office by return mail.

The office of destination should notify the office of origin of the disposition of the telegram.

ACCOUNTING

Errors in Money Orders

The following is a list of offices where officials were responsible for making four or more errors in the Money Order Service, during the month of October last:—

Office	No. of Errors	No. of Orders Issued and Paid	
		During October	
Aguathuna	4	114	
Bay Roberts	4	330	
Bell Island Mines	4	1038	
Bonavista	4	338	
Botwood	10	523	
Buchans	4	1082	
Chance Cove	4	41	

Coachman's Cove	7	43
Curling	4	342
Englee	5	40
Gambo	12	186
Grand Falls	6	1736
Joe Batts Arm	4	86
Lewisporte	8	213
Little Bay	4	136
Point Leamington	4	28
Port aux Choix	4	50
	92	6326

Number of Orders Issued during October 21,549

Number of Orders Paid during October 9,804

Total 31,353

Total Number of Errors 314

Percentage of Errors 1.0

i.e. 10 errors per every 1,000 orders issued and paid.

Number of figure errors 141

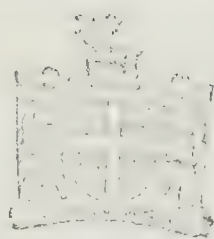
Percentage of figure errors45

i.e. 4½ figure errors per every 1,000 orders issued and paid.

An improvement is necessary in the Money Order work at Aguathuna, Botwood, Gambo and Point Leamington. The names of these offices appear with too great a frequency in the monthly lists of errors and the officers concerned are urged to give the necessary attention to this matter.



POST OFFICE



CIRCULAR.

THURSDAY, 30th DECEMBER, 1937

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

DATE STAMPS

Postmasters are reminded that the year type "38" should appear in the date stamps of their Offices as from the 1st January.

MAILS

Foreign Parcels Returned for Exchange, Etc., of Goods

Addressees in Newfoundland who order goods from mail order houses abroad to be sent to them by parcel post, sometimes find it necessary to return the goods received.

Considerable inconvenience is often caused in the General Post Office, St. John's, by reason of the fact that Postmasters in these cases fail to act upon the instructions given in the third paragraph of Page 159 of the Post Office Circular of the 19th August. Unless Postmasters carry out these instructions delay and inconvenience is invariably caused both to the addressee and also to the Staff of the St. John's General Post Office.

The most important things to bear in mind are that a Form No. 1005 must be given to the addressee to fill in and a Newfoundland Customs Declaration properly prepared and bearing the endorsement "Goods returned for exchange" must be affixed to the parcel.

Postmasters who are uncertain as to the procedure to be followed are advised to read again the detailed instructions on page 159.

Foreign Mails

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 30th December. Delivery should be effected in Montreal and New York on or about Monday, the 3rd January. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "DROMORE" due to sail from St. John's on the 8th January and arrive at Liverpool on the 16th January, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "BERENGARIA" due to sail from New York on the 4th January and arrive at Southampton on the 10th January.

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Monday, the 3rd January. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "DROMORE" but any letters endorsed "Via New York" will be forwarded for connexion by fast steamer, the particulars of which have not yet been advised.

Meteorological Reports

A revised system of Meteorological reports will be brought into effect on the 4th January. As from that date the daily Weather Forecast and Summary will be issued from Botwood instead of from Toronto as formerly.

At 10 a.m. each day a Weather Summary and Forecast will be sent by landline from Botwood to St. John's. This report will consist of not more than 50 words to be divided into three parts:

- (1) General Summary of the pressure system surrounding Newfoundland.
- (2) Weather forecast for the following day covering the region of Newfoundland to the West of a line, Hermitage Bay-Deer Lake-Belle Isle.
- (3) Weather forecast for the following day covering that region of Newfoundland to the East of this line.

This report will be transmitted from St. John's in the Public News Despatch to all Newfoundland Postal and Telegraph Offices at 11 a.m. each day. It will also be published in the Evening Telegram and will be broadcast from the St. John's Radio Stations "VONF" and "VOGY" in the Noon Weather Summary.

At 4.30 p.m. each day a report of a similar nature to that issued at 10 a.m. will be sent by land line from Botwood to St. John's and will be available in the "Daily News" the following morning, and will also be broadcast from Radio Stations "VONF" and "VOGY".

A storm warning will be contained in a separate report and will be attached to either or both of the reports at 10 a.m. or 4.30 p.m.

Postmasters should make sure that these Weather Reports sent out in the Public News Despatch at 11 a.m. are duly copied and exhibited for the information of the public. They may also bring to the attention of the public the new system of Meteorological Reports so far as it concerns the public but without incurring any expense thereby.

Amateur Radio Licences

No Postmaster is permitted to issue an Amateur Radio Licence. All moneys received by Postmasters for Amateur Radio Licences should be charged and remitted to Head Office in the usual way together with the name of the person desiring the Amateur Licence. The licence will be issued from Headquarters. In no circumstances must a Postmaster issue a Wireless Receiving Licence from his stock of unused licences to any person applying for an Amateur Radio Licence.

TELEGRAPHS

Greetings Telegrams

All local Greetings messages filed up to and including the 31st December will be checked and accounted for on the 31st December. This cancels the checking date set for 24th December. All Greetings messages accepted on and after 1st January will bear the date of acceptance and will be accounted for on the 6th January.

Press Messages

There appears to be some confusion in connexion with the rate to be charged on local Press traffic. This rate is as follows:—

25 cents for 40 words and ½ cent for every additional word rounded up to the next highest cent. The minimum charge is 25 cents.

Wilful Destruction of Insulators

Following a complaint of wilful breaking of insulators in the vicinity of Marystown and Creston from the Postmaster at Marystown, which was reported through the Chief Ranger at Whitbourne, a number of summonses were issued by the Ranger and on the 13th December ten boys were brought before Magistrate Powell at Marystown. Six of them were given a severe lecture and released on suspended sentence. The remaining four were sentenced to terms of imprisonment at Burin from one week up to one month. Other cases have been reported to the Chief of Police who has issued a circular letter to all members of the Force directing them to use every means in their power to have this practice of wilful damage and destruction of the Department's property stopped.

Charging Plants at Wireless Offices

Delco Engines and 8 Volt Storage Batteries have recently been installed at Gaultois, English Harbour West, Bay L'Argent, Garnish; and Electric Charges working off the Power system at Lamaline and St. Lawrence. This increase of the power of the stations mentioned has considerably improved the efficiency of the service on the South Coast. Some readjustments were also made at the transfer offices.

Telegrams Insufficiently Addressed

Telegrams are being received at the St. John's Office from the Outports for girls employed as housemaids in the City insufficiently addressed and much difficulty is experienced and time lost locating the addressee. Postmasters should point this out to senders and advise them that such telegrams should bear the name and number of the street. If the number is not known the employer's name and the name of the street is essential.

ACCOUNTING

Duty Refunds

All Postmasters should deal with Duty Refunds and reduction notes as promptly as possible after receipt of the notice.

Offices Issuing Mutilated Orders

The following is a list of offices at which the officials in charge are responsible for issuing mutilated money orders during the months of November and December 1937:

Aguathuna	Kings Point
Bay Roberts	Lewisporte
Bloomfield	Lower Island Cove
Braggs Island	Lumsden
Burin North	Lush's Bight
Cartyville	Milltown
Conception Harbour	New Bonaventure
Corner Brook	Newmans Cove
Curling	Norris Arm
Deer Lake	Petit Fortie
Dunville	Placentia
Ferryland	Port au Port
Gander Bay	Portugal Cove
Grand Falls	Port Union
Grignot	Springdale
Hampden	Tizzards Harbour
Herring Neck	Twillingate
Hillview	Wesleyville
Holymood	

The attention of the Staff was especially drawn to this matter on Page 175 of the Post Office Circular of the 16th September 1937. It is apparent that a considerable number of officials are neglecting to take due note of the instructions in this matter.

Bills Against the Department

There is reason to believe that some Postmasters are unmindful of the fact that Bills are personal communications, and as such are subject to full letter postage whether sealed or unsealed—See page 49, Post Office Circular, dated February 11th, 1937.

It is necessary also to draw the attention of Postmasters to Page 131, Post Office Circular, dated 1st July, 1937, where reference is made to the "Certification of Bills". Many bills are received for payment not certified. Postmasters should bring this matter to the attention of Couriers and others and impress upon them that unless a bill against the Department is certified by the local Postmaster there will be delay in payment.

No Postmaster should make out a bill in his own hand writing for another person. The bill against the Department must be handed to the Postmaster for examination, and his signature will verify its correctness; it must then be mailed by the payee properly prepaid.

Bills for service and/or material rendered to the Department, should be made out against the Department and not against individuals (See also page 197 of the Post Office Circular of the 28th October).

Stolen United States Postal Money Order Forms

The following U. S. A. Money Order Forms have been reported stolen:—

Emigrant Gap, Calif	Nos. 60554 to 60600 inclusive
Rayville, Mo.....	Nos. 62329 to 62400 inclusive
Culp Creek, Oreg.	Nos. 5991 to 6000 inclusive
Portland, Oreg. Station 53.....	Nos. 12343 to 12400 inclusive

The above Money Orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on Page 31 of the Post Office Circular of the 7th January and Page 58 of the Circular of the 11th February.

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Author - Auteur

REFERENCE

Title - Titre

Newfoundland Post Office
Circulars 1936-1937

Name of Borrower	Nom de l'emprunteur	Date due-d'échéance
Rehine		

REFERENCE

GretagMacbeth™ ColorChecker Color Rendition Chart



